



**Career Opportunity  
Municipality of Chatham-Kent**

**Infrastructure & Engineering Services  
Engineering & Transportation**

**Manager, Infrastructure Services  
(permanent full-time)  
Job # Eng 20-8**

**Job Description:**

The Municipality of Chatham-Kent has an opening for a permanent full-time Manager, Infrastructure Services with Engineering & Transportation. The Manager, Infrastructure Services is responsible for the managerial oversight of the Municipality's infrastructure development and assets related to engineering and Capital Municipal Projects. The Manager will coordinate engineering services under a Service Level Agreement to the Public Utilities Commission. In addition the Manager will assist other departments as required in engineering and project management areas. The position also provides the administration and management of development engineering reviews for compliance of subdivision servicing standards, site plans, and development agreements along with inspections and review of security deposit requirements and releases. The Manager will also be responsible for the Traffic division in which they will be responsible for prioritizing of traffic related issues within the Municipality and the deployment of resources to address these issues. The Manager will also assist in the creation and maintenance of a Quality Management System and for research and development projects for the Engineering and Transportation Division. This position participates on the Manager/Supervisor Team.

**Position reports to:**

Director, Engineering & Transportation

**Reporting to this position:**

The number and level of staff reporting to this position will vary depending on the purpose and size of the projects assigned. Core project teams can be composed of combinations of all staff levels and types, as well as third party consultants/vendors.

**About Engineering & Transportation:**

The division oversees a wide variety of technical services to many client departments within the Corporation. These services include project management, the design and contract administration of civil heavy construction projects as well as traffic and transportation engineering. The division manages contracts associated with the provision of public conventional, accessible and interurban transit services. The division develops work plans for asset replacement and rehabilitation, capital improvements and infrastructure expansions related to approved Master Plans. Infrastructure asset inventories are managed and lifecycle budgets developed for the annual road, sidewalk, bridge, culvert, sanitary and storm sewer rehabilitation and replacement programs.

**The Community of Chatham-Kent**

When the sun rises on the southeast shore of Chatham-Kent, it's rising on a rich, colourful landscape. It is rising on a community full of families, recreation, business, agriculture, and opportunity. Stretch out in our wide open spaces, and cruise over our breathtaking expanses of fresh water. Enjoy all four seasons but extended warm months and a mild climate. Chatham-Kent is a safe community which offers a high-quality of life at a low cost of living. For example, in 2019, an average home sold for \$819,319 in Toronto, \$409,858 in London and only \$251,460 here in Chatham-Kent. Live the dream without breaking the bank.

**Core Values for the Municipality of Chatham-Kent**

Respect/Civility  
Trust/Honesty/Integrity  
Teamwork  
Communication  
Safety

**Essential responsibilities:**

- Directs engineering consulting teams in the preparation of environmental assessment and other transportation studies, for road, rail and bridge structures including research and development on new and leading edge technologies
- Oversee civil engineering projects including, bridges and culverts, signal installations, sanitary and storm sewers and other infrastructure improvements
- Review site plans through Chatham-Kent's Technical Advisory Committee

- Design layouts for major road/intersection improvements and parking lot designs
- Prepare the schedules for replacements, capital improvements, and expansions in relation to the master plans and infrastructure studies.
- Provide project management for infrastructure renewal and expansion, including the supervision of consultants and/or project coordinators regarding Capital Works
- Identify and negotiate with Government agencies for grant applications to support infrastructure planning and design.
- Develop and maintain priorities within the Traffic Division
- Develop and author contracts and agreements
- Administrator capital budget projects for bridges, roads and traffic controls; administrator Capital infrastructure improvements.
- Make design decisions in keeping with accepted standards and Provincial and Municipal policies and guidelines
- Prepare and deliver presentations to Council and for public information meetings
- Chair Public meetings for potential infrastructure change or improvements
- Assist the Director of Engineering in the creation and maintenance of a Quality Management System for the Division
- Liaison with other departments, developers, public and agencies regarding engineering issues
- Liaison with general public to review proposed projects
- Liaise with various levels of government, regulatory agencies, and the public, on municipal infrastructure, internal departments, public and stakeholders while planning and designing municipal infrastructure
- Promote public awareness of engineering initiatives and issues through the preparation of presentations and media releases
- Respond to public requests/complaints regarding the efficiency/adequacy of the existing Municipal infrastructure
- Participation in outside organizations through memberships in engineering associations and organizations

### **Essential Qualifications:**

#### **Ability to demonstrate Chatham-Kent's Core Values and Competencies through a combination of education and experience:**

- College diploma (with Civil Engineering Technologist designation (C.E.T.), or university degree in Engineering (preference given to Civil Professional Engineering (P.Eng) designation), with four (4) to six (6) years minimum of related Municipal experience
- Progressive experience in the engineering planning and design of municipal infrastructure and facilities including but not limited to roads, bridges, sidewalks, water distribution systems, storm and sanitary sewer collection systems, municipal drains, street lighting, traffic signals, traffic management etc.
- Supervisory experience
- Demonstrated knowledge of urban planning processes relevant to the engineering, municipal servicing and infrastructure requirements of land development, including Province of Ontario statutes, regulations and guidelines such as the Planning and Municipal Acts along with ministry approvals
- Demonstrated knowledge of theory, principles and practices of transportation planning, design and construction and Ministry traffic policies and procedures
- Strong knowledge of Local Improvement Act, Ontario Building Code, Ontario Provincial Standards, Ontario Traffic Manual, Canadian Highway Bridge Design Code, Ontario Ministry of Transportation (MTO) Drainage Management Manual
- Knowledge of municipal engineering discipline standards, trends, emerging issues and applicable legislative requirements as they pertain engineering
- Ability to keep abreast of changes in the engineering profession
- Advanced knowledge of infrastructure modeling software
- Strong computer skills and knowledge of various engineering software programs and equipment including but not limited to AutoCad Map 3D, Microsoft Project, XPSWMM Hydraulic Modeling, GPS and Total Station survey equipment
- Working knowledge of FMW and JD Edward (or similar financial programs)
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs)
- All employees will be required to complete their Health & Safety and other on-line mandatory training on or before their first day of employment; other training (including Health & Safety policies) may also be required

### **Certifications, memberships, licenses:**

- Health & Safety Competency training is required within 6 months of hire date and will be maintained through refresher training once every 4 years
- Civil Engineering Technologist (C.E.T.), or Professional Engineering Designation (P.Eng designation with PEO) preferred, but other professional designations will be considered

**Work Environment:**

This position works both indoors and outdoors.

**Hours of Work:**

This position works weekday hours, with occasional evening and weekend hours, and on call after hours and on weekends.

**Driver's license/vehicle requirements:**

Because of the responsibilities, this position requires the successful candidate to have a valid class G (or higher) Ontario driver's licence; a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2) convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years; because this position may be required to drive their own vehicle, a reliable vehicle is also required.

**Occupational Safety Responsibilities:**

The Occupational Health and Safety Act (OHSA) clearly articulates supervisor responsibilities. This level of the organization includes Managers who are not in SMT (Senior Management Team) and Supervisors (reference Sections 27 of the OHSA and Safety Policy #HS-001, "Individual Responsibilities"). The following list of responsibilities is designed to identify some of the primary responsibilities. It does not provide the exhaustive list of legislated responsibilities:

**Supervisors must perform or adhere to the following:**

- Performing workplace inspections (set up annual schedule); ensures that workplace inspections are conducted
- Conducting information sessions (safety talks, staff meetings); and documents process
- Participates in the accident investigation process
- Discuss safety training needs with staff, and ensures workers receive appropriate safety training
- Performing employee safety observations (set up annual schedule); correct substandard acts or behaviours, and commends workers for safety performance

**Supervisors must ensure:**

- The working environment is maintained in a healthy and safe condition
- Ongoing safety education is provided
- Health and safety performance of subordinates is evaluated
- First aid facilities are provided
- Personal protective equipment is provided and used
- Reporting and investigating of accidents; determine causes of accidents and initiate/recommend corrective actions
- Understanding and enforcement of safety policies and procedures
- Compliance with all applicable safety regulations and codes (building code, fire code)
- Information and instruction is provided to workers to protect their health and safety
- Workers are aware of all potential and existing work-related hazards they face
- Take every precaution reasonable in the circumstances for the protection of workers
- Identification of occupational safety concerns to superior
- That a worker works in the manner and with the protective devices, measures and procedures required by the OHSA and regulations and that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be worn

**For management dealing with contractors/independent operators:**

Members of Management who contract for the work of a Contractor or Independent Operator hired to perform work for, or provide services to, the Municipality are accountable for ensuring that all safety requirements are met by the Contractor or Independent Operator

**Essential physical and/or safety requirements:**

- Walking: frequent walking on level surface
- Sitting: frequent sitting in chair
- Reaching: infrequent reaching above shoulder, below shoulder, forward, backward, handling (sit project inspections)
- Hands: frequent fine finger dexterity (movement), mousing (includes handling outside engineering equipment)

**Other physical and/or safety requirements:**

- Bending: infrequent twisting, crouching; occasional stooping
- Walking: infrequent walking on rough surface, balancing; occasional walking on level surface
- Sitting: infrequent sitting in vehicle seat
- Reaching: infrequent reaching above shoulder, below shoulder, forward, backward, handling (sit project inspections)

- Lifting: infrequent carrying (less than 11.73 kgs. or 50 lbs.) (related to project inspections)
- Standing: infrequent standing inside and outside
- Hands: infrequently gripping (includes handling outside engineering equipment)
- Climbing: infrequent climbing ladders; occasional climbing stairs (projects, bridge inspections)

**Interview process:**

As part of the interview process, candidates will be required to prepare a report and a presentation.

**Compensation:**

This permanent full-time job provides for a total reward package that includes an annual salary range of \$96,461 to \$113,738 (based on grade 11 of the 2020 non-union full-time compensation plan), plus participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefit package that includes life insurance, accidental death and dismemberment, short and long term disability, extended health and dental benefits following the successful completion of a 3 month waiting period.

**Applying:**

Candidates interested in the above position are asked to **submit our application form** (found under 'job posting and application form' section at the bottom of our job ad at [Municipal Jobs](#)) **and a resume** to the email address below. **Please do not include** a cover letter, or copies of transcripts, licenses, certificates, etc. Please only download the application form onto a computer or laptop; it doesn't load correctly onto a phone, tablet, or iPad. You should see boxes beside yes and no that you click in to answer the question.

**Attachments:**

Please send attachments in a Word (.doc or .docx) or Adobe (.pdf) format only. Attachments must be attached directly to your email; we are not able to download documents from an internet site.

We encourage all to apply, including women, Aboriginal people and visible minorities.

**Applications must be received before 4:30 p.m., Thursday, May 7, 2020 (Ontario Daylight Savings time):**

Municipality of Chatham-Kent  
Attn. Jan Richards, Recruitment Officer  
Corporate Services  
315 King Street West  
P.O. Box 640  
Chatham ON N7M 5K8

Fax: 519.436.3237

Email address: [Ckresume@chatham-kent.ca](mailto:Ckresume@chatham-kent.ca)

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

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