



In the heart of Durham Region, the Town of Ajax is a progressive, diverse and vibrant, waterfront community with a population of over 120,000 and over 2,000 diverse businesses.

Supervisor of Infrastructure Design and Construction

Reporting to the Manager of Infrastructure & Asset Management, the Supervisor, Infrastructure Design and Construction is required to lead a project team and deliver a diverse capital project portfolio relating to roads and park infrastructure. Some of the responsibilities include the preparation and review of contract documents; terms of reference and requests for proposals, design reviews, tender preparation, public consultation and, periodic site inspections and contract administration. All work must be complete in adherence to the Town's finance requirements and procurement procedures; Quality Control Standards; permit review and approval process from regulating authorities and in accordance with good engineering practices.

Key Accountabilities:

- Understands, and oversees the design and construction of capital projects in accordance with the Occupational Health and Safety Act
- Works collaboratively with other Sections in the Organization to effectively ensure the capital projects reflects the stakeholder requirements
- Prepares written reports to Council and Staff, and makes formal presentations for project awards to Senior Management Committees, Council and the public on assigned capital projects
- Addresses inquires and complaints from residents, staff and Council related to assigned capital projects
- Prepares capital detail sheets for consideration during the budget process
- Preparation of costs estimates for projects and budgeting purposes
- Track project spending, managing change orders to ensure completion on schedule and within the approved budget allocation
- Oversee consultants of the preparation of contract documents
- Prepare Requests for Proposals, Request for Tenders and Request for Prequalification documents
- Oversee in house designs, and technical specifications on assigned capital projects

Ideal Qualifications/Skills:

- **Education:** University degree or College diploma in Civil Engineering.
- **Professional Designations:** Professional Engineer (P.Eng.) or a Technologist (C.E.T) designation are considered assets.
- **Management Experience:** Minimum of 3 years supervisory experience or a combination of training, education and experience deemed equivalent.
- **Infrastructure Experience:** Minimum of 5 years progressively responsible experience in project management, contract administration, engineering design and review of municipal infrastructure, environmental assessments and customer service. Experience in the broader public sector, in a unionized environment an asset.
- **Capital Project Management:** Excellent administrative skills with the ability to prioritize and determine critical path schedules for capital projects to manage projects effectively and meet firm deadlines.
- **Contract Management:** Proven ability to be able to assess acceptability of designs, tender documents and construction projects.



- **Stakeholder Management:** Excellent ability to deal with and work collaboratively with various stakeholders.
- **Critical Thinking and Innovation:** Proven ability to problem solve, seeking information from diverse sources and recommend innovative solutions. Proven ability to research for complex technical problems to resolve issues with design and construction.
- **Communication:** Excellent communication (written, verbal and presentation), negotiation and conflict resolution skills. Effective report writing and deliver presentations to Council and the public.
- **Legislation:** Thorough knowledge of municipal infrastructure construction and of all relevant federal and provincial legislation such as but not limited to; Construction Lien Act, Occupational Health and Safety Act, Environmental Assessment Act and Employment Standards Act.
- **Other Related Qualifications:** Proficient skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) and a working knowledge of AutoCad. Valid Ontario Class 'G' drivers licence.

How to be Considered:

To explore this opportunity please apply via email with a covering letter and resume **by July 30th, 2021 or sooner to careers@waterhousesearch.ca** quoting project **TA-SDC**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com.

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform our recruiter of any accommodation you may require during the process.