

The Corporation of the Town of LaSalle

Job Posting

Job Title: Manager of Engineering

Department: Public Works

Reports to: Director of Public Works

Rate of Pay: \$120,087.53 - \$135,647.24 (2020 Rate of Pay)

Posting Date: July 23, 2021

Posting Deadline: August 13, 2021

Summary

The Manager of Engineering is responsible for coordinating engineering projects, designing municipal works related to roads, water, sanitary and storm sewers, storm water management, managing all municipal drains, preparation of studies, coordination and review of all engineering related aspects of development submissions. Other responsibilities include responding to inquiries/complaints from the public, preparing divisional policies and procedures, recommending levels of service, asset management, preparation and tendering of quotation requests, consulting with external contractors, developing and implementing business plans, and ensuring compliance with all pertinent regulations and standards. The Manager of Engineering shall also provide leadership to direct reports, assess, develop, evaluate divisional human resources, assist with the administration of one collective agreement, employee scheduling, prioritize work assignments, and processing of invoices.

Primary Duties and Responsibilities

1. Develop, implement, execute, and monitor divisional business plans
2. Monitor and assess asset management life cycles, conditions, and valuations
3. Establish and monitor operational and maintenance budgets
4. Review and recommend capital budgets and expenditures
5. Ensure compliance with all regulations and provincial standards
6. Develop and maintain Town policy, standards, and procedures
7. Act as the liaison for divisional development projects
8. Prepare tenders and quotation requests
9. Manage and enforce divisional health and safety program
10. Review, recommend, and develop departmental policies as required
11. Prepare Council reports, and attend Council meeting as required

12. Manage divisional human resources
13. Provide guidance and support to direct reports
14. Monitor and approve employee scheduling
15. Receive, approve, and code divisional invoices
16. Monitor and coordinate staff training
17. Assist in providing emergency on-call support for after-hours coverage
18. Assist in design review, project management and administration of municipal construction and development projects from design through to construction completion
19. Carry out the work as the Town Drainage Superintendent with all aspects of Municipal Drainage
20. Assist with the recommendation of one collective agreement
21. All other duties as assigned

Qualifications

- University Degree in Civil Engineering or equivalent, with P. Eng. designation
- Minimum seven (7) years previous related experience in municipal engineering design related to roads, sewers, water main, storm water management, drainage and developments
- Excellent analytical, organizational, and problem-solving skills
- Strong verbal and written communication skills
- Proficient knowledge of Microsoft Office (Word, Excel, Outlook), computer drafting programs (AutoCAD)
- Hold and maintain a valid Class "G" driver's licence

Qualifications Considered Assets

- Knowledge of engineering modeling software relating to storm sewers, storm water management, water main distribution, and sanitary sewer collection systems
- Knowledge of carrying out hydrologic and hydraulic studies of storm watersheds
- Working knowledge of the Ontario Municipal Drainage Act

Working Conditions

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions.
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, etc.).
- Manual dexterity to use desktop computer and peripherals.
- Periodic local and out of town travel required.
- Operation of a motor vehicle.

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift.

- Attend after hour Council meetings and Town events, as may be required.

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting.

Leadership Responsibilities

- 5 FTE's
 - 5 full-time employees.

Application Process

All applicants are encouraged to submit a resume and cover letter stating position applying for in confidence to:

Please submit resume and cover letter in confidence to:

hr@lasalle.ca

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle ON N9H 1S4

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.