

Position: Manager of Engineering

Location: Township of Wilmot Administration Complex

General Purpose:

Reporting to the Director of Public Works and Engineering, the Manager of Engineering will plan and manage policy, programs and specifications for the design, approval, and management of Township infrastructure, including but not limited to water distribution, sanitary system, storm system, roads, bridges and sidewalks, fleet, and equipment, in compliance with applicable regulations. To manage departmental asset management activities related to engineering functions. To schedule, assign and supervise work of staff in capital, design, approvals, and infrastructure management activities. To develop department specific programs to ensure compliance with regulations and best management practices.

Responsibilities:

- Develops programs to perform review and approval, inspections and tests as required by provincial legislation for engineering projects; responds to and investigates complaints/concerns from the public or Council related to Engineering activities.
- Develops programs, policies, and procedures to perform safe work under the Occupation Health and Safety Act, including on projects performed by outside contractors.
- Leads preparation of annual capital and operating budgets, 10-year capital forecast and asset management under Engineering for approval by Director and Council.
- Provides technical advice to Engineering and Operations staff. Participates in Region design teams and best management groups.
- Create engineering department policies and programs in technical areas of roads, water, wastewater, stormwater, and asset management practices.
- Ensures that subdivision, site plan and general development activity occurs in accordance with approved policies, procedures, and standards.
- Provides supervision and project management of outside contractors and consultants employed on capital projects.
- Prepares contract documents and specifications for tendering purposes; co-ordinates the purchase of goods and services required for Engineering in compliance with purchasing and tendering policies and procedures established by Council.
- Participates and engages in the asset management program activities to feed into the long-term core infrastructure planning for Public Works and Engineering.
- Recruits, trains, supervises, and evaluates staff to ensure compliance with standard procedures and occupational health and safety practices.

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.

- Prepares quarterly operating and capital reports for review by Director of Public Works & Engineering.
- Reports activities to Director of Public Works & Engineering; prepares Council reports and attends Council meetings as required.
- Maintains required records on operations, payroll, attendance; performs administrative duties required by position.
- Act as the Contract Administrator for contracts to ensure compliance with the Construction Lien Act and tender specifications.
- Act in the capacity of the Director in their absence, as required.
- Other duties as assigned by the Director of Public Works & Engineering.

Qualifications:

- Degree or Diploma in a related field such as Architecture, Engineering Sciences, Project Management, or Construction Technology, must have one of the following designations: Certified Engineering Technician, Certified Engineering Technologist or Professional Engineer
- Knowledge of all Ontario regulations and guidelines pertaining to Public Works operations
- Proven management, mechanical and technical skills acquired through training and a minimum of five (5) years' experience in a progressively responsible civil engineering environment
- Strong understanding of computer programs and MS Office Suite, AutoCAD knowledge is an asset
- Demonstrated management skills, good public relation, and communication skills.
- Ability to analyze problems; ability to respond quickly and decisively to emergency situations
- Valid "G" driver's license with a clean driving record

Working Conditions:

- 35 hours per week during regular office or hybrid working hours.
- Generally, works in an office or home environment at a computer workstation.
- Frequent site inspections and exposure to outside weather conditions in all seasons.
- Must be physically fit and able to stand for long periods at a time.
- Potential for exposure to typical construction hazards.
- Occasional attendance at Council and Committee meetings.

Hours of work: This position offers a schedule of 35 hours per week, typically Monday to Friday, between the hours of 8:30AM to 4:30PM.

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Rate of Pay: \$89,475 to \$109,851 annually (under review)

How to apply: Qualified applicants are invited to submit a cover letter and resume, no later than **October 9, 2022**, by clicking on the button below:

[Apply Now](#)

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