

General Manager, Environmental Services

City of Guelph | Ontario

ABOUT THE CITY OF GUELPH

When you join the City of Guelph, you join a team of 2,000 full and part-time employees who deliver services the community relies on every day. Together, Guelph's employees bring to life a vision of an inclusive, connected, and prosperous city where employees and citizens look after each other and their environment. As a regional top employer, the City of Guelph values its employees and offers competitive salaries, excellent benefit packages, opportunities for professional development, a healthy work-life balance, and many roles with flexible work options. Guelph's corporate values are integrity, service, inclusion, wellness, and learning. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

ABOUT THE ROLE

We are recruiting a **General Manager, Environmental Services** to oversee the Solid Waste Resources, Water, and Wastewater Divisions at the City of Guelph. Reporting to the Deputy CAO, Infrastructure, Development and Enterprise Services, the General Manager plans, oversees and provides leadership and general management in the innovative design and delivery of environmental services. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the General manager will aid in the achievement of the Community Vision – to be the city that makes a difference

PRIMARY RESPONSIBILITIES

Leadership:

- Provide visible and positive leadership to staff consistent with the commitments of the City's Leadership Charter, developing and nurturing a work environment that is inclusive, respectful, and motivating for staff.
- Participate in strategic planning for the Service Area as part of the IDE Services leadership team.
- Contribute to and show leadership in corporate initiatives; lead the response to community, provincial, and federal initiatives relating to the mandate of the department.
- Establish and maintain positive relationships concerning the needs and expectations of stakeholders, community members, customers, other City Departments, and external partners.
- Establish and maintain positive and productive departmental relationships with key regulators including the health unit and provincial ministries of environment, labour, and natural resources.

Department Management:

- Establish long-term direction/strategic orientation for the department, consistent with the Strategic Plan and the Service Area Business Direction.
- Ensure all policies, procedures and business continuity plans are in place in the event of a major emergency or natural disaster.

- Prepare capital construction project status reports and present them before Council and Executive Team.
- Oversee the development of the long-term capital work plan for the department.
- Ensure successful execution of projects and service improvements across the department through implementation of the City's Project Management Office (PMO) standard methodologies, processes and tools for processes and projects.
- Attend public meetings and respond to public inquiries on related projects.
- Respond verbally and in writing regarding issues related to the department's service delivery from members of the Council, the public, media, other staff, departments, and customers.
- Ensure compliance with applicable provincial and federal legislation and regulations as well as with all City policies, By-laws, and Council resolutions.
- Ensure the effective and efficient operation of the department and explore opportunities to maximize and optimize revenue streams.
- Promote and monitor Health and Safety for compliance with the Occupational Health and Safety Act.

Performance Monitoring and Measurement:

- Monitor the department's annual performance against established departmental key performance indicators and industry best practices and initiate corrective action as required.
- Continue to grow and enhance our quality assurance program to monitor the delivery of Environmental Services to the community, ensure timely communication to stakeholders on projects and follow up on customer complaints/inquiries and initiate corrective action where required.

Financial Management:

- Responsible for the preparation, presentation and management of the department's capital and operating budgets and reporting budget variance to the DCAO and Finance.
- Consolidate and review departmental annual work plans and capital and operating budgets for the department with recommendations to the DCAO.
- Ensure compliance with all City policies and bylaws for purchasing/tendering.
- Review calls for tender and purchase requisitions requiring approval for the department on contracted services under established policies.

QUALIFICATIONS

- Extensive experience related to the duties listed above, normally acquired through a university degree in civil engineering, water resources engineering or a related field, and extensive experience in water and wastewater management. Candidates with an equivalent combination of education, credentials and experience may be considered.
- Registration with the Professional Engineers of Ontario and certification with the Ministry of the Environment are highly recommended.
- Ability to effectively negotiate contracts; analyze and resolve issues.

- Excellent communication and presentation skills with the ability to communicate with all levels of staff, Council, stakeholders, and the public; thereby influencing and maintaining collaborative relationships with a diverse group of stakeholders.
- Ability to deliver results on strategic objectives through effective planning, team management and problem-solving
- Knowledge of the Occupational Health and Safety Act, Safe Drinking Water Act, Ontario Provincial Standard Specifications and other applicable federal and provincial legislation, standards, and specifications.
- Proven ability to successfully manage budgets and achieve performance targets.

In keeping with our corporate value of Wellness, The City of Guelph recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the ability to participate in our Hybrid Work and our Flexible Time programs. Please note that this position is eligible for hybrid and flexible work arrangements (subject to change).

DIVERSITY AND ACCOMMODATION

The City of Guelph is an equal opportunity employer that values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to participate in the hiring process, please contact us to make your needs known in advance. Personal information collected through the recruitment process will be used solely to determine eligibility for employment.

HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners

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Tel: 416-515-7600 x254 | Email: prowan@feldmandaxon.com

About Feldman Daxon Partners

Feldman Daxon Partners is Canada's longest-standing national provider of executive search, career transition, and coaching/leadership development services. For over 30 years, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in every market sector, and across Canada. Regular communication, high-quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada's leading companies choose to partner with the professionals at Feldman Daxon.