

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Public Works Department requires a Capital Works Supervisor

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Manager of Operations, the Capital Works Supervisor is responsible for ensuring that best practice approaches are used to plan for and implement the renewal of infrastructure that includes roads, sidewalks, storm sewers, bridges, culverts, and street lights. The candidate will be responsible to work collaboratively with internal departments and outside agencies to develop the capital budget and forecast, and for implementation of capital projects.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Managing a small team of design and supporting staff by providing guidance, training, supervision and leadership.
- Scheduling and assigning of work, ensuring policies and procedures are followed and providing performance feedback.

- Working collaboratively with the Finance Department in development of the corporate Asset Management Plan.
- Developing the capital budget and nine year forecast for renewal of infrastructure, including coordination of projects with other levels of government, and private development.
- Responsible for the infrastructure asset data and mapping applications and coordination with other departments and divisions in updating and maintaining the data.
- Managing the regular inspection of assets and updating of data.
- Implementing and managing the capital budget projects through a combination of in-house design and management of projects completed by consultants.
- Working collaboratively with the Purchasing division to prepare tender and proposal documents, review submissions, and prepare recommendations for award of contracts.
- Designing and developing engineering plans, drawings and specifications, cost estimates and contract provisions, ensuring compliance with Municipal, Provincial or Federal design criteria, regulations and standard drawings.
- Managing annual sidewalk inspection for trip hazards, and coordinating repairs through various contracts.
- Reviewing infrastructure projects undertaken by adjacent Municipalities, Regional and Provincial government agencies, representing the Municipality of Clarington at meetings, and providing comments on the proposed projects.
- Submitting applications for various funding programs and implementing the projects, including status reporting and financial reporting.
- Representing the department for a variety of issues that arise such as meetings with representatives from other municipalities and conservation authorities, preparation of reports to Council, perform presentations at Council, meet with members of the public, legal proceedings arising from claims etc.
- Other duties as assigned.

Qualifications

The successful candidate will possess:

- Degree or Diploma in Civil Engineering or an equivalent combination of education or experience in a related discipline to the satisfaction of the Director of Public Works.
- Professional Engineer License (P.Eng.) from Professional Engineers Ontario or a Certified Engineering Technologist (C.E.T.) with OACETT.
- Minimum of four (4) years experience at a management level in municipal engineering, project management and asset management, including demonstrated supervisory or leadership experience.
- Demonstrated leadership ability to coordinate, plan, supervise and direct the work of subordinates and knowledge of collective agreement administration and labour relations principles and practices.
- Proven abilities in customer service, communication, teamwork, initiative, personal accountability and adaptability.

- Strong effective report writing and project management skills, with the ability to achieve program objectives successfully while working towards tight deadlines.
- Highly developed interpersonal and communication skills (oral and written), with the ability to effectively communicate at all levels of the organization; including demonstrated negotiation, facilitation and conflict resolution skills, combined with the ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment.
- Ability to manage a portfolio of many ongoing projects dealing with different asset types and a variety of scope and dollar value.
- Ability to attend site meetings at various locations throughout Clarington and Region of Durham during and after regular business hours.
- Strong background in infrastructure design, project and asset management, and an extensive knowledge of the Environmental Assessment process, Federal and Provincial standards and guidelines, Region of Durham standards, Municipality of Clarington standards and by-laws, AODA requirements, and other relevant standards and best practices.
- Highly proficient in computer literacy utilizing Microsoft Office, and relevant engineering design, asset management and mapping software applications.
- Certification in such areas as Asset Management Professional and Project Management Professional will be considered an asset.
- Possession of a valid Ontario Driver's License Class "G" and access to a vehicle.
- Legally able to work in Canada

What we offer you

- Salary: \$115,265 to \$140,106 Grade 9 of the 2023 Non-affiliated Grid.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of valid Ontario Driver's License, and reliable personal transportation.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Tuesday, April 11, 2023, at 4:00 p.m.**

This job competition number is **File # 43-23**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.