

# Clarington

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## **The Corporation of the Municipality of Clarington Planning & Infrastructure Services Requires a Capital Works Engineer**

### **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](mailto: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 Capital Works Supervisor, the Capital Works Engineer is a fully competent, Professional Engineer who provides a highly specialized degree of expertise in the design, management and administration of capital municipal infrastructure projects. This position is responsible to assist in the administration of the Capital Budget and to oversee capital improvement projects. The Capital Works Engineer is responsible to perform design, project management and professional engineering work, and to conduct strategic engineering studies dealing with such issues as transportation, municipal infrastructure and water resources.

### **Responsibilities**

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

- Assisting in the preparation, scheduling and implementation of the Departmental 10-year Capital Budget and the forecasting of long-range infrastructure improvements.
- Independent professional design and project management of various municipal infrastructure works including roads, storm drainage works, sidewalks, multi-use paths and

trails, street lighting, stormwater management facilities or other specialized multi-disciplinary projects as assigned.

- Directing design staff and managing third party multi-discipline project teams.
- Financial management of projects including meeting budgets, resource management, change-order management, and client invoicing.
- Assisting in developing, reviewing, and awarding third party RFQs / RFPS for consultant-led studies and designing assignments.
- Apply advanced expertise in the review of submissions of engineering drawings or technical reports on municipal projects including working knowledge of Regional water and sanitary sewer systems.
- 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.
- Working collaboratively with the Purchasing division to prepare tender and proposal documents, review submissions, and preparing recommendations for award of contracts.
- Providing contract administration support for capital construction projects.
- Providing the Municipality of Clarington's input on infrastructure projects undertaken by adjacent municipalities, regional and provincial government agencies.
- Providing input related to municipal infrastructure as it relates to development proposals for both site plans and subdivisions.
- Preparation of various reports including reports to Committees, Council, interdepartmental reports and to external agencies.
- Negotiating at the senior level with agencies, developers, consultants and contractors.
- Liaising with other Municipal departments, consultants, residents, special interest groups and regulatory agencies.
- Attendance at public, committee and council meetings as required.
- Representing the department for a variety of issues that arise such as meetings with representatives from other municipalities and conservation authorities, performing presentations at Council, meeting with members of the public, legal proceedings arising from claims etc.
- Submitting applications for various funding programs and implementing the projects, including status reporting and financial reporting.
- Providing support and mentorship to junior design staff to ensure the most effective and efficient use of staff resources.
- Other duties as assigned.

## **Qualifications**

The successful candidate will possess:

- A university degree in Civil Engineering or equivalent combination of education and experience.
- Licensed as a Professional Engineer in good standing with Professional Engineers of Ontario
- A minimum of 3-5 years of closely related municipal engineering experience at a project management level, or possess equivalent qualifications, skills and work-related experience to the satisfaction of the Director of Planning and Infrastructure Services.
- Strong background in infrastructure design, project and asset management and an extensive knowledge of the Environmental Assessment process.
- Experience with contract administration and construction inspection for municipal infrastructure projects.

- Strong computer literacy skills using Microsoft Office programs and AutoCAD. In-depth experience with Civil3D would be considered a strong asset.
- Excellent project planning and management skills, strong analytical/problem solving skills, and statistical and data management skills.
- Ability to manage a portfolio of many ongoing projects dealing with different asset types and a variety of scope and dollar value.
- Well-developed management, interpersonal, employee-relations and leadership skills.
- Ability to demonstrate political awareness with a proven customer service approach.
- Excellent presentation, report writing, written and verbal communication and public relations skills.
- Knowledge and experience with stormwater management and traffic modelling software would be considered an asset.
- Expertise in pavement management and life cycle analysis and costing would be considered an asset.
- PMP Certification would be considered an asset.
- Ability to attend site meetings at various locations throughout Clarington and the Region of Durham during and after regular business hours.
- 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: \$103,767 to \$126,130 - Grade 8 of the 2023 Non-Affiliated Salary Administration Program
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## 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](http://www.clarington.net/careers). Applications will be accepted until **Wednesday, April 12, 2023, at 4:00 p.m.**

This job competition number is **File # 45-23**.

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. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.