



Internal Employment Opportunity
Manager of Capital Projects
Public Works and Infrastructure Services
Permanent Full-Time | Starting Salary \$85,458/ year
Anticipated Start Date May 2, 2022

Reporting to the Director of Public Works and Infrastructure, the incumbent will be responsible for the overall management of municipal capital infrastructure projects, including:

- Planning and overseeing capital projects for roads, bridges, parks, street lighting, stormwater management facilities, facilities and other municipal infrastructure;
- Hiring and managing Capital Projects Technologist, Public Works Technologist and Engineering Student;
- Preparing, monitoring and managing capital and operating budgets;
- Reviewing, updating and preparing policies and procedures to ensure compliance with all new and existing regulations and legislation;
- Ensuring work is planned, prioritized, assigned, supervised and reviewed, as required;
- Planning, prioritizing and preparing cost estimates for capital projects in accordance with the Township's Asset Management and growth related projects;
- Managing the preparation and issuance of Terms of Reference and Requests for Proposal for capital projects;
- Managing the Environmental Assessment process for projects by overseeing activities of engineering consultant, conducting required public open houses and ensuring that the Township properly follows the statutory process;
- Managing the preparation and review of detailed engineering designs by Township staff and consultants;
- Managing tender preparation, review documents and approve issuance, to ensure compliance with Township policies and procedures and that project schedules are met;
- Ensuring that all affected stakeholders have been consulted including Council, other Township departments, property owners, residents, regulatory authorities, utilities, etc.;
- Coordinating and liaising with external agencies to ensure that other agency requirements are met;
- Reviewing and approving invoices by addressing change orders, ensuring contractual obligations are met, work is satisfactorily complete;
- Ensuring compliance with Provincial, Regional and Township engineering design standards, approved construction drawings, contracts, agreements, Construction Lien Act, Occupational Health and Safety Act, Highway Traffic Act, Environmental Assessment Act, Fisheries Act, TAC Manual, and other relevant regulations and guidelines;
- Preparing, submitting and reporting on funding applications for Provincial and Federal grant programs;

- Responding to customer inquiries and issues raised by residents, members of Council, staff and outside agencies are responded to by making prompt contact, communicating a plan of action and following up in a timely and professional manner;
- Preparing and presenting reports to Council and Committee, and speaking as the subject expert at Council meetings; and
- Providing coverage for the Director, as required.

QUALIFICATIONS:

- A college diploma or university degree in Civil Engineering or related program.
- Licensed by Professional Engineers Ontario as a Professional Engineer (P.Eng.) or hold a Certified Engineering Technologist (CET) designation by the Ontario Association of Certified Engineering Technicians and Technologists.
- A minimum of five (5) years of progressively responsible experience in: project management, contract administration, engineering design, environmental assessments, stormwater management, budget preparation and management and customer service
- A minimum of two (2) years of supervisory experience.
- Or a combination of training, education and experience deemed equivalent.
- Experience in the broader public sector, in a unionized environment an asset.
- A valid Ontario Class 'G' driver's license is required.

SKILLS AND COMPETENCIES REQUIRED:

- Excellent leadership, delegating, coaching and mentoring skills;
- Ability to meet deadlines, function well under pressure, and respond to frequently changing demands;
- Strong customer service, interpersonal and communication skills (both verbal and written);
- Good analytical, planning, time management and problem solving skills;
- Strong knowledge of Provincial Legislation and policy that affects the design and construction of municipal infrastructure.
- Strong knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual and Ontario Highway Traffic Act.
- Proficient in computer application such as MS Excel, PowerPoint, Word, GIS and asset management software.

Please submit a cover letter and resume to Robyn Hulowski, HR, no later than **4:30 p.m. on Thursday March 31, 2022.**

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).