



Job Title:	Manager Capital Projects Transportation Engineering		
Job Opening Id:	38085	# Required:	1
Business Unit:	Public Works	Division:	Transportation
Location:	Thorold, Ontario	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	9	Salary Range:	\$114,730.00 - \$134,980.00
Post Date:	2024-06-25	Close Date:	2024-07-16

Division

Transportation

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New

Job Summary

Reporting to the Associate Director, the Manager Capital Projects Transportation Engineering is responsible for managing and administering complex capital works projects from initiation, planning, execution, monitoring and controlling and closing, including conceptual design, pre-design, detailed design, environmental assessment, public meetings, tendering, contract award, construction, progress payments, conflict management, completion of contract work and

turn-over of completed works. The Manager Capital Projects Transportation Engineering provides management and technical guidance to assigned Project Managers.

Education

- Post-secondary diploma in Civil or Environmental Engineering, or a related discipline.
- Post-secondary degree in Civil or Environmental Engineering, or a related discipline is preferred.

Knowledge

- 10 years of project management experience in areas of planning, design, and implementing transportation and municipal infrastructure projects.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist (C.E.T.) or equivalent
- Knowledge of MS Office, MS Outlook, MS Project or other Project Tracking Systems.
- Knowledge of the Class Environmental Assessment process, Niagara Peninsula Standard Contract Document (NPSCD), Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), the Project Management Body of Knowledge (PMBOK) Guide, MTO Geometric Design Standards, MTO Roadside Safety Manual, TAC Geometric Design Guidelines, Ontario Traffic Manual (Book 7 – Temporary Conditions), all applicable legislation and regulations (Occupational Health & Safety Act, Environmental Protection Act, Safe Drinking Water Act, Ontario Water Resources Act, Municipal Act, Construction Lien Act, Ontario Building Code, etc.), all applicable contract law, and all water and wastewater standards (American Water Works Assoc., Canadian Standards Assoc., National Sanitation Foundation, etc.).
- Registration with Professional Engineers Ontario (PEO) is preferred.
- Licensed Engineering Technologist (L.E.T.) is preferred.
- Project Management Professional (PMP) certification is preferred.

Responsibilities

Manages and delivers multiple complex Transportation Capital Projects (such as road and bridge reconstruction and rehabilitation, water and wastewater facility builds, major upgrades, multi-discipline, multi-process, system and linear assets) throughout the Project Lifecycle (Initiation, Planning, Environmental Assessment, Design, Construction, Commissioning, and Close-out) by Managing the Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement for each individual project. (50% of time)

- Plan and manage the delivery of capital projects, including the development of terms of reference, feasibility studies, definition of scope, execution (design and construction) and project closeout.
- Manage the scope, budget, schedule, quality of deliverables for Tier 1 and complex / sensitive Tier 2 projects through technical design reviews, constructability reviews and risk assessments. These projects have complex scope, large budgets, and several stakeholders, carry significant risk and can have political, social, financial and/or environmental sensitivities.
- Assigns work and provides direction on transportation capital projects, ensuring proper due diligence and compliance including providing direction to technical (in-house or contract) staff, consultants and contractors in studies, programs, and capital projects.
- Prepares engineering design criteria and contract specifications for in-house projects.
- Initiates, organizes and manages professional engineering consultants and contractors throughout projects, studies, technical workshops and meetings (i.e. value engineering,

feasibility, optimization, functional design, structure needs assessments, technical assessments, pre-design and detailed design) for capital projects.

- Leads Municipal Class Environmental Assessment studies to ensure compliance with the Environmental Assessment Act.
- Manages contract preparation, administration, inspection, and quality assurance during construction phase of the project, ensuring compliance with contract specifications and negotiating and approving changes to contracts.
- Reviews consultant reports, designs, contract drawings, specifications, and equipment and materials to be supplied, ensuring compliance with legislated regulatory standards and certificates of approval, and expediting approvals from relevant agencies.
- Manages project resources and schedule (including milestones) and identifies project risks and mitigation measures.
- Manages the commissioning process of water and wastewater linear infrastructure, ensuring regulatory compliance, while maintaining operations including: review and approval of plans, equipment start-up, equipment testing, operations and maintenance training, functional testing, identifying deficiencies, and negotiating resolutions with contractors.
- Prepares and/or sign applications for required approvals, permits, inspections and services.
- Monitors and evaluates performance of contractors, consultants, and others as appropriate.
- Prepares reports to Public Works and Corporate Services Committee, other standing committees, researching and assisting in the preparation of reports to regional or municipal councils, or more senior levels of government and other agencies on environmental issues and project-specific topics.
- Identifies needs relating to pavement and bridge management by using appropriate asset management systems forecast.
- Seeks Cost Savings, Revenue Generating, and Cost Recovery Opportunities associated with the implementation of capital projects (i.e. cost-sharing programs with area municipalities such as infrastructure improvements, other government bodies, and utilities; energy rebate programs; servicing surplus lands for sale for decommissioned highways).
- Negotiates with service providers and authorizes extra expenditures and changes in scope of work to consultants and contractors, and administers clauses as per the Region's Agreement for Professional Services and Contractors Agreement.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (15% of time).

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.

- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Leads communication with project teams Councils, external stakeholders/agencies, special interest groups and the public on behalf of the Region. (10% of time):

- Represents the WWW Engineering Division in project and planning meetings and presentations to Local Area Municipalities, Councils and / or committees, other departments within the Region, stakeholders and agencies, special interest groups, Business Improvement Associations, and the public.
- Develops project charter and identifies and incorporates stakeholder interests in developing project scope.
- Coordinates with utility companies, area municipalities, regulatory agencies (e.g. Ministry of the Environment Conservation and Parks, , Niagara Peninsula Conservation Authority, Ministry of Transportation, etc.), Indigenous communities, railways, and other levels of government (i.e. provincial and federal), or elsewhere as required to promote good public relations and customer service on behalf of the Region.
- Communicates with the public and local businesses through Public Information Centres and Project Notifications, construction notices, and project / construction updates to promote awareness, good public relations, and customer service on behalf of the Region.
- Ensures the full involvement of Regional departments in the implementation of capital projects including coordinating the participation of Transportation operations and maintenance staff and Water & Wastewater operations staff as required from project conception to the end of the warranty period.
- Solicits project comments from project team at multiple formal and informal project milestones throughout the design and construction phases.
- Resolves conflicts encountered on projects, involving consultants, external agency or government representatives, contractors, internal engineering, operations and maintenance staff, the general public, and other stakeholders, etc.
- Leads communications to project team and stakeholders for after-hours (planned and emergency) work, complaints and requests for service, taking appropriate action and investigating insurance claims for damages on construction projects and report findings.
- Develops and responsible for project management reports (budget, schedule, risks and issues) for senior management.
- Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.

Manages project development and bid processes. (10% of time).

- Defines project requirements, develops project scope, determining project budget, creating a work breakdown structure, chairing scoping meetings and preparing Terms of Reference.

- Prepares and issues Requests for Proposal, Requests for Quotation, Requests for Prequalification and Requests for Tender (including issuing of addenda) for retention of consulting engineering and contractor services.
- Leads and conducts proposal interviews, and evaluates and analyzes proposals from engineering consultants for purposes of retaining engineering services, including environmental assessment studies, feasibility studies, preliminary and detailed design assignments, contract administration and inspection.
- Schedules and advertises tender calls, issuing addenda, chairing and conducting tender openings, reviewing tenders, and evaluating and recommending on quotation and tender awards for construction.

Provides recommendations on project issues, leading to revisions of policies, procedures, and standards, relating to the management of municipal roadways, servicing updates, and other related environmental matters. (10% of time)

- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.
- Develops and updates templates and controlled documents including RFP/RFPQ/RFT templates, design manual, project management manual, divisional specifications and construction contract documents.
- Recommends changes to the Niagara Peninsula Standard Contract Document (NPSCD) resulting from site observations, project specific deviations, and new industry specifications/innovations.
- Develops, researches and recommends new work processes and systems with a continuous improvement focus.
- Researches new engineering products, materials, processes, and preparing reports outlining findings.

Develops, manages, and administers annual and multi-year Capital and Operating budgets for the operating unit, ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (5% of time)

- Ensure goods and services are acquired in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.
- Makes decisions which balance the assets needs identified through Capital Validation and Asset Management Plan and the approved/available capital budget.

Special Requirements

- Must possess and maintain a valid and unrestricted specified license for the class of the vehicle operated (Class G).
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by July 16, 2024

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.