

**Our team is highly skilled, passionate about our community, and we care. Let's grow together.**

## **Senior Manager, Infrastructure Engineering Services**

### **What You Will Get To Do**

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

The position will provide sectional leadership and guidance in the management and coordination of the planning, design and implementation of municipal infrastructure initiatives, in alignment with the Town's strategic and asset management plans and in support of infrastructure renewal and growth.

- Manage a complement of engineers, technologists and project managers, augmented by consultants and contractors to deliver extensive annual capital infrastructure programs, including bridge, roadway, storm and other;
- Ensure processes are in place, continuously developed and refined, and followed for consistent and efficient program delivery of projects and initiatives in accordance with professional project management principles;
- Review current municipal design and servicing standards;
- Assist with developing and updating written Division policies;
- Manage the development and implementation of annual and multi-year capital plans, operating budgets, master plans and long range strategies for growth related infrastructure investments;
- Identifying key capital projects through a review of asset management plans, road and bridge condition assessments and conversations with other infrastructure services both internal and external;
- Develop detailed project schedules, milestones and deliverables and monitor/adjust the progress of the various projects for on-time and on-budget delivery;
- Prepare project charters and cost estimates for projects that identify schedules, communication plans and other key resource needs;
- Supervise the writing of procurement documents including writing of tenders, requests for proposals and requests for quotations;
- Advise Council on the needs and requirements of annual and major capital projects/budgets;
- Participate in Council meetings and provide technical support and advice to Mayor and Council on capital projects and existing assets related matters;
- Prepare and supervise the writing of reports for Council on matters requiring Council direction and approval;
- Attend Council and Committee Meetings to represent the Department as required;
- Ensure compliance with Municipal, Provincial and Federal policies and regulations, including liaise with various Utilities, Railways, Regional Authorities and Ministries;
- Prepare applications for funding opportunities from senior levels of government and others;

- Recommend the operating budget for the section, as well as the capital plan and detailed capital project budget estimates;
- Promote and foster a culture of creative thinking, innovation, empowerment and trust that supports team based collaboration and decision making and which ensures accountability and transparency throughout project life cycles;
- Lead projects and provide support for staff;
- Coaching and training to ensure team members have the tools to succeed and support career growth opportunities;
- Support and maintaining a culture of inclusion, respect, teamwork and cooperation within the section and with internal and external stakeholders;
- Assist in the selection of new hires; training, motivating and mentoring staff to help them achieve career goals and succession planning; and
- Complete annual performance evaluations as well as regular check-ins with direct reports.

## Who You Are

We are looking for a bold and dynamic leader for our Engineering team. The future of Infrastructure Engineering at the Town of Whitby needs an enthusiastic, innovative and visionary team player. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Using your excellent communication and interpersonal skills you foster a collaborative team environment among co-workers, and work well both independently and as part of a team. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

A high volume of work does not intimidate you. You are excellent at prioritization and time management, and can work under pressure to meet deadlines. You are a problem solver. You love to research and analyze problems: identifying, gathering and processing relevant information to determine possible solutions, evaluate them and make recommendations. As far as you're concerned, anything worth doing is worth doing right, every single time.

To you, being at work is a mindset and not a location. You know leading a team working across different locations means focusing on measurable results and outcomes, not monitoring day-to-day inputs. You equip your team with the right resources, clarity, and confidence to be empowered and autonomous, and you provide them the assurance you are there with support and guidance when they need it. To you, leadership is not a title, but an action and an example. You believe the cornerstone of successful working relationships is trust and inclusivity, and you consistently model this for your team. You are focused on creating a team culture where people feel safe to bring their whole self to work, whether it is onsite, remote, or a mix of both.

## What You Bring To Our Team

As the successful applicant, you must possess:

- Degree in Civil Engineering (or related);
- 10 years related experience in municipal infrastructure projects;
- a minimum of 5 years progressive management experience, preferably in a municipal environment;
- Professional Engineer licensed to practice in the Province of Ontario, (P.Eng.);
- Project Management Professional (PMP) designation is an asset;
- Extensive knowledge of the principles of civil engineering, materials and methods of construction, and knowledge of other applicable branches of engineering;

- Experience with financial reporting processes, including budget preparation, budget controls, expenditure forecasting and preparation/interpretation of financial and KPI reports;
- Experience in engineering consulting with the public civil engineering space as it relates to resource management, capital planning, detailed design and design development and construction, contract and construction management;
- Strong negotiation and conflict resolution skills and managing organizational change through strong leadership and communication skills;
- Ability to work independently, combined with well-developed organization and time management skills, and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public;
- Demonstrate strong written and verbal communication skills and supports a culture of learning, mentoring and sharing.

## What We Offer You

- Salary: \$149,842 - \$170,275 per annum (Band 8). Salary band effective July 1, 2024.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Frontline Hybrid role. Frontline Hybrid recognizes that up to 40% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

## We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

For your safety and the safety of others, if offered a role with the Town, you will be required to submit a completed Vaccination Declaration & Request for Accommodation form with proof of vaccination, if applicable, in accordance with the Town of Whitby's COVID-19 Vaccine Policy.

Vaccination requirements are subject to bona fide medical and/or human rights exemptions, or individual preference exemption. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Town's accommodation process.

**Union Affiliation: No Affiliation**

**Hours:** Monday to Friday – 8:30 a.m. to 4:30 p.m.

**Intended Work Location:** Town Hall

**Hybrid Work Model:** Frontline Hybrid \*under review