



Manager of Design – Job ID #2187

Job Title: Manager of Design

Status/Job Type: Permanent Full Time

Commission: Public Works

Department: Engineering Services

Union Affiliation: APAE/EXEMPT

Number of Openings: 1

Rate of Pay: \$57.87 to \$72.34

Benefits Entitlement: Yes

Hours of Work: 35 Hours Per Week

Job ID #: 2187

Posting Date (4:30pm): October 24, 2024

Closing Date (4:30pm): November 7, 2024

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Director of Engineering Services, this position is responsible for managing the pre-design and design components of an extensive Municipal infrastructure capital program. This includes parks design, trails, bridge, roadway, stormwater management, sanitary sewer, storm sewer and watermain construction program. Delivery of the vast program includes managing a full-time Union and Non-Union staff complement including Engineers, Technologists, Technicians, Project Managers, and augmented by Consultants. Duties include but are not limited to:

- Manage the delivery of linear infrastructure project design for both existing reconstruction projects as well as new infrastructure in boundary expansion lands for the department in coordination with various additional City Departments.



- Responsibilities include management of the planning, development of scope of work, investigations, preparation of cost estimates, procurement of consultant, conflict resolution and successful completion.
- Develop detailed project schedules, milestones and deliverables for the departments program. Monitor the progress of the various projects in the capital program for on-time and on-budget delivery.
- Ensure processes are in place, continuously developed and followed for consistent and efficient design program delivery. Implement, maintain and refine project management principles for the department.
- Ensure compliance with Municipal, Provincial and Federal regulations.
- Liaise with various Utilities, Railways and Ministries while ensuring compliance to their policies and regulations.
- Review and approve final contract drawings and documents.
- Active input in the City's Linear Design and Construction Manuals through annual updates.
- Prepare Council Reports, undertake Public Information Centers and represent the Department at Public Meetings and City Council meetings.
- Manage the development and implementation of annual and multi-year capital plans. Prepare and manage operating budgets of the Division ensuring appropriate capital recovery.
- Prepare business cases to justify capital expenditures and assist with submission of grant applications.
- Provide input to the development of long range strategies for infrastructure related to City growth.
- Other duties as assigned.

Qualifications

- University Masters or Bachelor's Degree in Civil Engineering plus P.Eng designation with the PEO is required.
- Over five (5) years of relevant, progressive experience in municipal linear infrastructure construction, capital project management and contract administration.
- Project Management Professional (PMP) designation from the Project Management Institute will be considered an asset.
- Strong project management skills with the ability to manage changing demands.



- Excellent verbal, written and interpersonal skills with the ability to develop and maintain an effective team environment is essential.
- Excellent analytical, research, organizational and problem solving skills and the ability to work independently is required.
- Extensive knowledge in municipal linear trail, road, sanitary, storm and water design and construction including pertinent legislation, policies, bylaws within federal, provincial and municipal government.
- Possess strong computer skills including knowledge of Microsoft Office Suite, MS Project, GIS and AutoCAD.
- Ability to work after hours to attend meetings as required.
- Possess a valid Class G driver's license in good standing during the course of employment.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, November 7, 2024, at 4:30 p.m.**

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.