



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for the full-time position of Director of Engineering Capital Projects in the Infrastructure Capital Projects Division of the Development Services and Engineering Department reporting to the General Manager.

DUTIES

- Direct, manage, track progress, evaluate priorities and execute the operations of the division, including construction of capital projects, in consultation with the General Manager of Development Services and Engineering.
- Prepare, review and make recommendations for annual division operating and capital budgets; monitor/administer approved budgets. Provide long-range planning for department capital projects.
- Provide independent, professional and timely advice to Council, staff and clients in relation to Infrastructure Construction matters.
- Liaise as required with various City departments, provincial authorities, utility companies, developers, and consultants on design and construction related matters.
- Oversee the preparation of plans and specifications, bidding, tendering, competency of contractors and vendors, and the selection criteria for public contracts.
- Manage staff by setting performance standards, creating work schedules, assigning and approving of overtime and scheduling vacation. Make recommendations regarding hiring staff.
- Prepare and/or review reports, make recommendations/presentations and attend Council Committee/Council Committee in Closed Session, Council, Community Group, public and/or other meetings, as required.
- Prepare, review and recommend the annual Division budget (including all applicable operational budget, capital budget and supplementary request components). Monitor and administer the approved budget and report on same; and authorize payment of accounts. Provide long-range planning for City capital improvement projects.
- Serve as an initial point of contact for public and media inquiries regarding construction project issues.
- Manage working relationships in a unionized environment.
- Develop, plan and implement goals and objectives for the Infrastructure Capital Projects Division; recommend and administer policies and procedures as approved by Council.
- Manage the planning, design and construction of City parks projects as well as the construction of water infrastructure and stormwater infrastructure.
- Perform other duties as assigned in accordance with corporate objectives

QUALIFICATIONS

- Bachelor's degree in Civil Engineering and registration with Professional Engineers of Ontario with P.Eng. designation is required.
- 10 Years of progressively responsible experience in managing infrastructure design and construction.
- Demonstrated, and effective knowledge of Project Management in Civil Engineering design and construction. Broad knowledge of construction practices and materials, standards, plans examination/review.



City of Orillia
Development Services and Engineering Department
Infrastructure Capital Projects Division
Director of Engineering Capital Projects

- Experience in a Municipal environment would be considered an asset.
- Experience in private contracting and construction would be considered an asset.
- Experience in a design environment would be considered an asset.
- Excellent verbal and written communication skills, together with strong organizational, analytical, leadership, coaching, time management, strategic planning, presentation, and management skills.
- Excellent computer skills using MS Office Suite, including Outlook, Excel, and Word.
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$134,465 to \$157,305, plus a comprehensive benefits package. Interested applicants are invited to submit their application by December 6, 2024, at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.