



The Corporation of the Town of Midland

invites applications for the position of

Manager, Engineering & Capital Projects

(permanent full-time, 35 hours per week)

Join our innovative team of collaborators who are passionate about providing exceptional municipal services to our community. We strive to help our employees to reach their professional goals through rewarding projects, collaborative team environments, and professional development. The Town of Midland is committed to increasing overall employee health and wellness and we are dedicated to supporting flexibility and providing employees with a better work-life balance.

We Offer:

Work-life Balance & Flexibility	OMERS Pension	Perks & Discounts	Paid Time Off	Wellness	Extended Health Benefits
	Supporting our Community	Personal & Professional Development		Fun & Fostering Environment	

The Opportunity

The Manager, Engineering & Capital Projects oversees and reviews designs and cost estimates that will be used for construction, budget, and planning purposes. This position will be responsible for preparing, advertising, and administering individual construction contracts prepared in-house or by engineering consultants. The Manager will review and develop the Town's Design Guidelines, Construction Specifications and will coordinate and implement new initiatives within the Town.

What you will do:

- Responsible for the rehabilitation of existing municipal infrastructure and the installation of new infrastructure.
- Ensure Capital projects are designed in accordance with appropriate standards and ensure they are carried out in accordance with the laws and regulations.
- Prepare and execute Engineering Operational budget and 10-year Capital Plan.
- Prepare regular reports, present and provide recommendations to Committees and Council.

What you will need:

- Post-secondary education in Civil Engineering.
- Designated as a Professional Engineer and a member in good standing with Professional Engineers Ontario.
- Minimum of five (5) years of experience in the design and construction of municipal projects.
- Minimum of seven (7) to ten (10) years of experience supervising and managing projects and project teams.
- Knowledge of the principles and practices of Civil Engineering.

Please see the attached job description for further details. The successful candidate will be required to complete a Criminal Record Check and Driver's Abstract, in accordance with the duties of this position.

This position offers competitive total compensation including a wage of \$102,720.41 to \$128,400.52, 35 hours per week.

Application: If you are interested in this opportunity, apply directly through our ADP Applicant Tracking System (ATS). Instructions on how to apply to this opportunity (or other postings) can be found on our [website](#). No phone calls please.

This posting closes on [Thursday, December 12, 2024 @ 11:59 p.m.](#)

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Midland is committed to providing accommodation based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.



Town of Midland - Job Description

Position Title: Manager, Engineering & Capital Projects

Department: Infrastructure Management

Reports To: Executive Director, Infrastructure Management / Town Engineer

Position Summary

Reporting to the Executive Director, Infrastructure Management / Town Engineer, the Manager, Engineering & Capital Projects is responsible for overseeing and reviewing designs and cost estimates that will be used for construction, budget, and planning purposes. This position will also be responsible for preparing, advertising, and administering individual construction contracts prepared either in-house or by engineering consultants for a variety of municipal projects. The Manager will review and develop the Town's Design Guidelines, Construction Specifications and will coordinate and implement new energy management initiatives within the Town.

Duties & Responsibilities

Asset Management

- Manage corporate asset geographic information system database.
- Responsible for the rehabilitation and reconstruction of existing municipal infrastructure through analysis of asset condition and service impact including water, wastewater, storm, traffic and facilities.
- Responsible for the installation of new municipal infrastructure through master plan assessments and development charges.

Standards Maintenance

- Manage the Townwide ECA's for the sanitary and stormwater systems and ensure that the Town, and any connections, additions, modifications to the systems are completed as per the regulations and report to the MECP as required.
- Ensure that all capital projects are designed in accordance with the appropriate standards and ensure they are carried out in accordance with the laws and regulations.
- Review and approve all watermain commission plans to ensure compliance with the regulations and MECP standards along with completion of Form 1 for watermains as part of the Town Water Permit processes.
- Review, approve, inspect all developments projects in Town to ensure designs are appropriate, per the standards and guidelines.
- Ensure that construction of all developments are completed as per the designs, standards, laws and regulations.

Contract Management

- Prepare capital project contracts, manage the contracts and contractors to ensure compliance with the contracts, designs, standards and regulations.
- Evaluate bids, selection of successful proponent, and award contracts.
- Prepare development agreements of site plans and subdivisions. Administer the agreements throughout the life of the development.
- Present and recommend execution of agreements to Council.

Operations/Administrative Management

- Work closely with fellow department heads and Town staff on various initiatives.
- Prepare and execute the annual Engineering Operational budget and 10-year Capital Plan.

- Prepare and approve payments of all invoices, progress payments, and security reductions for major projects and developments.
- Present the department and project financials to Council for approval.
- Prepare regular reports, present and provide recommendations to General Committee and Council.
- Respond to inquiries from members of the public, staff, council, government agencies.
- Tender and manage design services for infrastructure projects including, on selected projects. Contract for construction. Manage inspection and administration of construction contracts.
- Review designs relative to municipal development standards. Inspect construction and manage the release of securities.

Department Leadership

- Plan, develop, and implement departmental goals, objectives, policies, and procedures; review and evaluate work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensure that goals are achieved.
- Ensure proper and effective staffing through recruitment and selection, learning and development processes, as well as provide direct supervision, mentoring, coaching and development of staff.
- Evaluate the performance of and provide training and development opportunities for staff.
- Manage and coordinate the professional services that are purchased by the Department including independent contractors and service providers.
- Develop and have full responsibility for administration of the assigned budget(s).
- Work in compliance with, and ensure staff are knowledgeable of and in compliance with, the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and performs safe work practices.

Team Member

- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Act as an Ambassador throughout the community, positively representing the Town.
- Abide by the policies and procedures of the Town.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned in order to meet the overall goals and objectives of the Town.
- Operate within the culture and core values of the organization.
- Maintain knowledge and expertise in relevant fields.

Qualifications and Requirements

- A post-secondary education in Civil Engineering.
- Designated as a Professional Engineer (P. Eng) and a member in good standing with Professional Engineers Ontario.
- Minimum of five (5) years of experience in the design and construction of projects. Municipal experience is preferred.
- Minimum of seven (7) to ten (10) years of experience supervising and managing projects and project teams.
- Knowledge of the principles and practices of Civil Engineering.
- Knowledge of the principles of surveying and computer aided drafting and design.

- Knowledge of the current methods and techniques applied to design and construction of various municipal works; including water, sanitary sewage, storm drainage, and transportation.
- Demonstrated leadership abilities.
- Ability to work independently and collaborate effectively in a team environment.
- Excellent communication skills with ability to work with contractors, consultants, Town staff, Council, property owners, and the general public.
- Strong commitment to external and internal customer service.
- A continuous improvement mindset.
- Strong leadership, analytical, interpersonal and change management skills and deliver complex, multifaceted projects/studies.
- Excellent customer service skills (oral and written) required to liaise with the public, members of council, and employees to foster and maintain good working relationships and best practices.
- Ability to use tact and diplomacy in dealing with sensitive/confidential or confrontational topics in a political environment.
- Class “G” Driver’s License in good standing is required.
- Demonstrated ability to build high levels of credibility within diverse work groups as well as the ability to develop productive partnerships with a range of stakeholders.
- Ability to balance multiple priorities, often with conflicting timelines.

Effort/Physical Demands

- Physical demand requires standing, sitting, and walking.
- Visual attention for health and safety compliance and personal safety while on the job.

Working Conditions

- Normal work week is 35 hours, Monday to Friday with a one-hour unpaid lunch.
- Standard office working environment.
- May be required to work on an on-call basis.
- After hours meetings to attend Council, Board / Committee meetings or hearings.