



THE MUNICIPALITY OF

# LAMBTON SHORES

**POSITION TITLE:** Infrastructure Manager  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Director of Public Works  
**SALARY RANGE:** \$88,513 - \$110,641

## 1. Position Summary:

Under the direction of the Director of Public Works the Infrastructure Manager provides project management services related to the annual capital projects plan as it relates to linear infrastructure reconstructions. The position oversees contractor compliance in the operation of the municipality's water and wastewater systems and ensures that these services are delivered in accordance with established guidelines and budgets.

## 2. Primary Duties:

### Infrastructure Project Management

- Develops project scope statements and preliminary cost estimates for use in development of the annual linear infrastructure reconstruction program component of the annual capital budget.
- Coordinates engineering and construction administration of linear infrastructure reconstruction projects.
- Assists in the review of the capital program on a continual basis for relevance and makes recommendations for revisions when necessary.
- Draft reports regarding status of municipal projects and operations.
- Develops tenders to procure materials and services to support the annual capital program.

### Water & Waste Water Operations Management

- Oversees the Operations and Maintenance Contract for the municipal water supply and distribution systems ensuring compliance with Environmental Compliance Approvals, Safe Drinking Water Act, and the municipal Drinking Water Management System.
- Maintains contact and liaison with water supply providers (Lake Huron & Lambton Area Water Systems).
- Researches and develops policies on water and sewer operations related issues and Ministry of the Environment regulation implementation for review by the Director and presentation to Council and implements those policies when approved.
- Monitors and follows up on any Ministry of the Environment orders.
- Disseminate information to residents relevant to water and sewer operations.
- Champion of Energy Conservation and Demand Management Plan for water and sewer facilities.

## Engineering

- Assists in review of building and planning proposals that they meet the Municipality's Engineering and design standards
- Monitors and maintains the Municipalities Engineering and Design standards
- Perform inspections and monitor work related to building and planning projects as they relate to Municipal infrastructure and road right of ways
- Manage engineering studies completed by third party consultants used within the Public Works Department such as OSIM reports, Road Needs Studies, Masterplans, etc.

## Other Duties

- Under the direction of the Director of Public Works this position undertakes other projects related to the departments operations as required

### **3. Education Requirements and Skills:**

- 3 year college diploma or university degree in an applicable engineering field.
- A minimum of 2 years of technical related work experience in an engineering or construction setting is preferred. Prior municipal experience is considered to be an asset.
- Candidates with an equivalent combination of education and experience may be considered.
- A CET or P.Eng designation would be an asset but is not a requirement.
- Applicants will be preferred who have prior experience with:
  - Establishing capital and operating budget requirements;
  - Understanding of the lifecycle and function of municipal linear and vertical infrastructure;
  - Managing consultants;
  - Developing of terms of reference, tender, requests for proposals and administering contracts;
  - Interpreting technical reports and studies;
  - Working knowledge of condition assessment techniques for linear and vertical infrastructure networks;
  - Demonstrated experience, knowledge and understanding of municipal water and waste water operations;
  - Demonstrated knowledge of traffic engineering principles, practices and procedures
- Working knowledge of MS Word, Excel and Outlook and familiarity with municipal engineering and GIS software applications such as CAD, Manifold, and ESRI products.
- Ability to work effectively within a team environment and independently.
- The position is primarily self-directed for prioritization of work tasks. Demonstrated ability as a self-starter is an asset.
- Strong interpersonal skills with excellent written and verbal communication
- Collaborative, solution-oriented, customer service focused, creative, strategic
- Knowledge of the Occupational Health and Safety Act

Please visit our career page [www.lambtonshores.ca/careers](http://www.lambtonshores.ca/careers) to apply with your cover letter and resume. This position closes January 27, 2025 at 11:59 pm.