



Director Infrastructure Planning and Engineering

Posting Id	2863
Department	Infrastructure and Engineering Services
Division	Infrastructure Planning and Development Engineering
Rate of Pay	\$166,114.00 - \$192,680.00 Annual
Job Type	Permanent Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	01/17/2025
Application Deadline	02/07/2025

Position Summary

Highly skilled and visionary, the Director of Infrastructure Planning and Development Engineering will lead a diverse and dynamic team. This position oversees key areas, including Site Plans and Site Alterations, Transportation and Traffic, Engineering Subdivisions, and Infrastructure Planning. Reporting to the Commissioner of Infrastructure and Development Services, the successful candidate will play a critical role in shaping the City's infrastructure to meet the needs of our growing community.

Key Duties and Responsibilities

Leadership and Budget:

- Leads the divisional priorities, development and management of staff to ensure effective and efficient delivery of services while promoting innovative thinking and collaborative working relationships.
- Responsible for division budget preparation and financial controls.
- Proven ability to lead the organization in a way that builds and protects a culture of honesty, openness, respect, and trust through open communication

Strategic and Long-Term Infrastructure Planning and Development Engineering

- Ensure timely and effective review and approval of subdivision and site plans and site alterations, balancing development needs with community and environmental considerations.
- Develop and oversee strategic plans for infrastructure growth, ensuring alignment with municipal goals for sustainability, urban growth, and community safety including roads, stormwater systems, and active transportation networks.
- Oversee transportation planning and traffic management programs, ensuring safety, efficiency, and alignment with the City's growth.
- Collaborate with stakeholders to develop and implement strategies for traffic calming, transit integration, and multimodal transportation systems.
- Provide oversight to ensure compliance with municipal and provincial regulations.

Strategic and Long-Term Planning:

- Oversee and deliver a number of Master Plans and Strategies for the City which guide the long range implementation for infrastructure, and help to guide and inform the Capital Planning process
- Provide input and guidance on various City planning policies

- Ensure strategic initiatives and objectives of the City are being implemented through the division's core business functions
- Undertake long-term planning of staffing and resources for the division
- Guide managers in the development of work plans for the division and oversee their adherence to those plans

Duties and Responsibilities Cont'd

Process Improvement and Change Management:

- Continuously review the division's structure/positions and processes to ensure they align with industry best practices, current industry trends and new legislation.
- Identify opportunities for process enhancements within the Division and implement innovative solutions to improve efficiency and service delivery.
- Lead change management initiatives, fostering a culture of adaptability and continuous improvement.
- Establish performance metrics and analyze data to assess the effectiveness of Division programs that meet the customer service objectives-
- Work with Directors and Commissioners across departments to improve linkages between work groups and address interdepartmental gaps in workflow processes
- Strength in creating a work environment of curiosity, risk taking, and challenging the status quo

Stakeholder Management and Reporting:

- Represent the City/Division or Department on various internal and external working groups, steering committees, and executive committees, provincial planning matters related to the role
- Attend committee and Council meetings as required, make presentations to Council, the public, and ELT
- Prepare council staff reports from the division
- Respond to enquiries from, and negotiate with internal and external stakeholders
- Liaise with other government bodies or external agencies

Staff Management:

- Determine staffing requirements for the division and succession planning
- Participate in the recruitment process of direct reports
- Provide direction regarding performance management and discipline
- Approve training opportunities for staffs

Education and Experience

- Degree in Civil Engineering, Transportation Engineering, Transportation Planning or related discipline
- P. Eng designation is required
- Lean Certification/PMP is an asset
- 10 years progressively responsible experience

Required Skills/Knowledge

- Political acumen
- Strong knowledge of applicable policies, Acts, and legislation
- Proven communication skills which bring an exceptional ability to influence internal and external stakeholders
- Excellent project/program management skills with a demonstrated ability to deal with changing issues/priorities
- Aptitude to model leadership through passion, courage and integrity
- Proficient in Microsoft Office Suite, engineering software
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change