

The Town of Cobourg is seeking a full-time **Manager, Infrastructure and Major Capital** in the Public Works Division. Reporting to the Director, Public Works, the Manager, Infrastructure and Major Capital is responsible for leading and managing all aspects of the delivery of complex capital infrastructure projects including linear transportation assets, structures, sanitary and stormwater collection systems within the Public Works Division as well as for major capital works corporate wide. The Manager, Infrastructure and Major Capital will budget for and execute capital projects in accordance with Asset Management objectives and long-range infrastructure planning studies, manage the construction activities within the public right-of-way corridor and collaborate with the senior management in the development of maintenance programs of core assets.

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The primary duties of this position include the following:

- Manage the budget, design, tendering, construction administration and delivery of core infrastructure capital works projects annually ranging in value from ~\$2 - \$10 million, including road reconstructions, storm and sanitary sewer replacements/rehabilitation, bridge and large culvert replacement/rehabilitations, pump stations and stormwater facility rehabilitations.
- Lead the design, tendering, construction administration and delivery of corporate wide major capital works projects such as waterfront and wastewater treatment plant infrastructure, as directed.
- Contribute to and implement the strategies and tasks identified in long range infrastructure planning studies such as the Town's Official Plan, Secondary Plans, Transportation Master Plan, Development Charges Study, etc.
- Provide guidance and advice to Management and staff regarding local, Provincial and Federal Standards and Regulations.
- Implement the priorities of the Town's Corporate Asset Management Plan including identifying funding opportunities and strategies.
- Ensure all components of capital projects are in compliance with applicable legislation, regulations, codes, policies, standards and bylaws.
- Develop the detailed scope of work and documents associated with the procurement of multi-disciplined engineering consulting services, review, and evaluation of proposals for award in accordance with the Town's procurement policy.
- Procure professional services and manage preliminary studies required for the planning and delivery of capital projects such as environmental assessments in accordance with the Environmental Assessment Act.
- Secure necessary approvals for capital works projects from local conservation authorities, provincial and federal Ministry's, and their agencies.
- Procure construction services through the preparation of tender documents, review, and evaluation of bid documents for award in accordance with the Town's procurement policy.
- Administer construction contracts including conducting site meetings, ensuring schedule compliance, reviewing, and approving change orders and payment certificates.
- Identify and resolve complex design and construction issues taking into consideration specialized engineering solutions, environmental and community sensitivities and cost effectiveness.
- Review and contribute to updates to the Town of Cobourg Engineering Design Guidelines.
- Enhance the Town's sustainability initiatives and integration of such into engineering standards and guidelines for capital projects, including those that facilitate the reduction of energy usage, greenhouse gas emissions, wastewater flows and other benefits.
- Preparation of annual capital budget estimates by conducting detailed engineering calculations.
- Review and approval of permits and municipal consents for works within the public right-

of-way corridor.

- Coordinate with the Public Works department to prepare and implement the bi-annual road resurfacing program as a key component of the Town's asset management plan.
- Provide technical advice, reviews, and inspections, utilizing standard engineering principles and best practices to assist in the operation and maintenance of Town infrastructure and related services.
- Collaborate with senior management in the development of maintenance programs of core assets.
- Prepare technical and budgetary information required for capital grant applications at all levels of government.
- Prepare and administer an annual operating and capital budget as well as monitoring and controlling expenditures.
- Engage with the public and Council to develop measured, innovative, and responsible solutions which are responsive to community needs.
- Prepare reports/recommendations and attend required Council, Council/Committee and other public meetings and events as required, making presentations, and providing advice/guidance on strategies, legislation and regulatory requirements.
- The position is also responsible for other duties as required.

### **LEADERSHIP AND HUMAN RESOURCES:**

- Provide day-to-day direction and assign work duties for engineering staff.
- Ensure the professional development of directly reporting staff with input into their hiring, discipline, and dismissal.
- Provide inter-divisional leadership and support to all Staff and promote and foster a culture of innovation, engagement, and respect.
- Provide input and recommendations on department and divisional goals, objectives, policies, and procedures.
- Collaborate and provide expert engineering leadership to other Town departments/divisions and external stakeholders including developers, adjacent municipalities, and regional and provincial government agencies.

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The successful candidate will possess a post-secondary education (university degree or college diploma) in an Engineering program and be eligible for membership with either Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Professional Engineers of Ontario (PEO). In addition to above education the candidate must possess a minimum of seven (7) years of directly related engineering in municipal project management including capital planning, design, budget preparation, procurement, contract administration, and construction of infrastructure projects. At least three (3) years will be in a leadership/supervisory capacity.

The candidate must also have knowledge of engineering design and construction standards and principles, applicable government legislation and applicable engineering guidelines and standards related to the responsibilities of the position. In addition, the successful candidate will have excellent skills in communicating with elected officials, the public, and ensuring quality customer service. This role will also require strong leadership, organization, negotiation and intermediate computer skills.



# Job Posting 24-22

## *Manager, Infrastructure and Major Capital*

Preference will be given to candidates with experience as an engineering consultant, experience in Municipal Administration and financial forecasting methods and experience in the delivery of complex assignments. The successful candidate must obtain a Satisfactory Criminal Background Check upon employment and have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required or be willing to obtain within 60 days of hire.

### **WAGE:**

The wage scale for this position is Non-Union Grade 8: \$101,000.45 to \$118,137.29 annually. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

*NOTE: The Town of Cobourg recognizes the importance of a healthy work-life balance and offers a Flexible Work Policy that includes hybrid work and/or a compressed work week, where applicable.*

**In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**