

SENIOR MANAGER OF ENGINEERING SERVICES

POSITION SUMMARY

Under the oversight of the Director of Public Works, ensures the effective and efficient delivery and management of County property, facilities, energy, fleet, engineering and construction services to support of all County programs and services while leading their adaptation, as appropriate, to meet community sustainability aspirations.

KEY ACCOUNTABILITIES

- Oversees and manages:
 - Engineering and construction management services, and all activities including but not limited to coordination of capital works, design services, environmental matters, infrastructure needs and procurement, in accordance with County standards, policies and applicable legislation and regulations for expenditures over \$100M annually;
 - The operations, maintenance, management, and procurement all County property, facilities, energy, and fleet, and all activities related thereto for expenditures over \$10M annually;
 - The development, documentation, submission and implementation of annual capital construction programs and budgets for roads, bridges, water/wastewater, waste management, property, facilities and fleet;
 - The development engineering review process, on behalf of the Public Works Department, and in consultation with as appropriate, roads, water, wastewater, and waste management services, including Class Environmental Assessments, Consolidated Linear Infrastructure Environmental Compliance Approvals and Form 1 – Record of Watermain.
 - Work of external contractors and consultants assisting with the delivery of the County's annual capital program
- Prepares annual business plans and Capital and Operational budgets for the division, participates during budget deliberations to provide technical and professional advice and regularly monitors division performance, outcomes and financial performance.
- Participates in the submission of grant applications to senior levels of government including, preparation of projects scoping for approval by Council, and overseeing the delivery of project to completion within the funding requirements.
- Oversees and assists in the preparation of Council Reports providing technical and professional recommendations on procurements over \$1M, property acquisitions and disposals, Class Environmental Assessments, and single/sole source recommendations.
- Fosters and demonstrates a service delivery model that promotes cross departmental and corporate cooperation.

- Facilitates and coordinates program and services activities and resources to align with, support and promote the successful delivery of corporate programs and initiatives.
- Actively participates as a member of the Public Works Management Team working to establish and implement a department strategy and vision that is supportive and complementary of the Corporate Strategic Plan, Future Oxford Community Sustainability Plan and related activities and initiatives.
- Implement Corporate Strategic Plan related to the County's Energy Management Plan, Green Fleet Plan and Renewable Energy Plan, including annual reporting in compliance with Provincial Legislative requirements.
- In accordance with County standards and applicable legislation and regulations, oversees the preparation of Council reports, contracts (including those jointly with area municipalities) and related correspondence and attends and participates at County or Area Municipal Council meetings as necessary.
- Liaise with Area Municipalities, Provincial Ministries, industries, community stakeholders, aboriginal groups, municipal working groups, and the public as necessary and appropriate.
- Responds to media inquiries as necessary and appropriate. Receives, manages and resolves public complaints, concerns and questions on capital projects and related services.
- Manage and supervise Division staff (direct and 2nd removed supervisory responsibilities) of over 30 FTE positions including hiring, performance management, coaching, employee relations, mentoring and professional development of non-union staff.
- Regularly participates in the rotation of Public Works management on-call coverage.
- Receive and attempt to resolve service related complaints, concerns and questions in a timely and responsive manner. Refers and escalates to the appropriate individual as necessary.
- Participates in the preparation of subsidies and grants for County owned assets and advancement of the Corporate Strategic Plan.
- Oversees and authorizations payments over divisional accounts as required by the Purchasing Policy up to \$250,000 and provides recommendations of approval of payments over \$250,000 to Senior Management
- Support the County's Development Charge by-law including participating in the background study, preparation of Development Charge Background reports for County infrastructure and assisting with preparing technical responses to comments received through public consultation
- Participates in the maintenance of the County's Asset Management Plan, provides technical advice on strategies for renewal/replacement and collaborates on the internal asset management working group.
- Ensures completion of department records and reports tangible capital assets documentation is completed regarding capital assets for capital work performed each year.
- Participates in the Emergency Operations Centre, as required, including annual training exercises and maintains required training certification
- Performs other duties as assigned.
- Post-secondary education in Civil Engineering or related discipline. Membership with the Professional Engineers of Ontario is required. Membership with PMI as a Project Manager Professional is considered an asset.
- Demonstrated progressive engineering experience and relevant experience managing resources, operations and capital works delivery.

**QUALIFICATIONS
FOR SUCCESS**

COMPETENCIES FOR SUCCESS

WORKING CONDITIONS

- Motivate and empower staff, while demonstrating the ability to foster teamwork, lead and empower teams and guide effective project management outcomes.
- Understands and upholds specific health and safety responsibilities, and ensured compliance with internal and external safety policies, procedures, and legislation,
- Monitor and keep appraised of emerging and relevant legislation, statutes and regulations related to municipal and program specific operations including occupational health and safety.
- Demonstrated ability to collaborate with internal and external partners to deliver programs, services and outcomes.
- Demonstrates the required core and leadership competencies at the leader or champion level in alignment with Oxford County's competency framework.
- Demonstrated ability to foster teamwork, lead and empower teams and guide effective project management outcomes.
- Valid Ontario driver's license and a vehicle with insurance is required.
- Ability to demonstrate the required core and leadership competencies for this position in alignment with Oxford County's competency framework.
- Core competencies include teamwork, communication, innovation, service excellence, accountability and integrity, and inclusivity.
- Leadership competencies include strategic thinking, leading people, achieving results, project/process management, and fostering change.
- Works both in an office environment and on construction sites.
- Exposure to hazards related to construction sites and inclement weather.