

Manager, Engineering

Municipality of Central Elgin | Ontario

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The **Municipality of Central Elgin** was formed in 1998, through the amalgamation of the Township of Yarmouth with the Villages of Belmont and Port Stanley. Central Elgin is in the heart of Elgin County, southwestern Ontario, with a population of nearly 15,000 people in close proximity to the City of St. Thomas and the City of London. Central Elgin is composed of several unique neighbourhoods, each offering its own unique charm and attractions, and is expecting significant commercial, industrial, and residential growth due to the announcement that Volkswagen will be building the world's largest EV battery plant in the region. With a combined operating and capital budget of \$47.5 Million and more than 200 full and part-time employees, Central Elgin is committed to meeting the needs of its residents and thriving business community by delivering efficient and effective services.

THE OPPORTUNITY

The **Manager of Engineering** reports to the Director of Infrastructure and Community Services and is responsible for the delivery of capital projects, asset management, development review, and oversight of the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA). The individual will oversee supporting staff such as engineering technologists, GIS and asset management analysts, and consultants in the delivery of infrastructure projects.

KEY RESPONSIBILITIES

Engineering:

- Coordinates and manages the Municipal Class Environmental Assessment process for Capital Projects. Manages consultants throughout the design process, including data collection, surveying, detailed design, liaison with outside agencies, and coordination with utility companies.
- Prepares and reviews in-house designs, engineers' estimates, contract documents, and drawings for municipal infrastructure projects.
- Uses Professional Engineering Seal to certify drawings and technical reports as required.
- Reviews development proposals for conformity to municipal engineering standards, Ontario Provincial Standard Specifications (OPSS), and industry best practices.
- Maintains and ensures compliance with the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) for stormwater and wastewater systems.
- Acts as Project Manager for capital construction projects, overseeing public engagement, inspections, documentation, and project meetings. Represents the municipality at external meetings, public forums, and stakeholder consultations.
- Prepares and presents reports and documentation for the council and senior management.

Asset Management:

- Develops and implements criteria, procedures, and asset management data collection standards.
- Ensures accurate collection and analysis of asset data to inform asset management plans and long-term financial strategies. Evaluates asset performance, lifecycle requirements, and cost-risk optimization strategies.
- Collaborates with senior management on asset lifecycle planning, decommissioning, and disposal actions.

Development:

- Attends pre-consultation meetings with outside agencies and developers to convey the municipality's policies and standards to ensure that development and donated assets to the municipality meet municipal standards and protect the municipality's long-term financial interest and risk mitigation.
- Coordinates engineering review of development applications ensures that proposed developments comply with regulations and requirements of municipal standards, bylaws, and federal and provincial statutes related to development and facilities.

Human Resources:

- Supervises and mentors Senior Engineering Technologists, GIS, and Asset Management Analysts.
- Manages human resources administration, including hiring, performance reviews, and staff development and ensures staff adherence to health and safety standards.

Financial Resources:

- Prepares long-range capital forecasts, 5- and 10-year capital budgets.
- Participates in the procurement process for goods and services to support department operations and projects.
- Monitors construction projects and prepares and reviews payment certificates for capital projects completed by outside consultants and contractors and assists with the preparation of tenders, requests for proposals, and obtaining quotations for municipal projects.

DESIRED QUALIFICATIONS AND EXPERIENCE

- University Degree in Civil Engineering, or related discipline, from an accredited university and registered as a Professional Engineer (P. Eng.) with Professional Engineers Ontario. Project Management Professional (PMP) certificate is an asset.
- Minimum of five (5) years of relevant experience with sound technical knowledge of municipal infrastructure, including roads, storm water management, sanitary waste, municipal drains, and water distribution, engineering design and construction standards, principles, and best practices related to municipal infrastructure.
- Excellent communication skills and customer service orientation, to provide advice and direction to staff and maintain positive relationships with the public, contractors, consultants, and external agencies.

BENEFITS OF CENTRAL ELGIN

- **Location:** Convenient, central head office location in St. Thomas/Central Elgin, Ontario.
- **Professional Development:** Training opportunities to enhance your skills.
- **Low Housing Costs:** Opportunities for a robust and affordable lifestyle in developed urban centres, rural areas, and waterfronts, all significantly more affordable than the Greater Toronto Area.
- **Healthcare:** An exceptional hospital in Central Elgin with two large, state-of-the-art acute care hospitals in London.
- **Compensation:** Competitive salary with employer-paid benefits, EFAP, vacation, and defined benefits pension (OMERS).

HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners

Tel.: 416-515-3302; Email: prowan@feldmandaxon.com