



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1075-001

CALL NO. 25-4218

Job Designation:	Manager, Design and Construction
Department:	Transportation and Engineering
Job Details:	Permanent Full-time (Non-Union)
Salary Range:	\$132,564- \$159,140
Pay Grade:	208
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on August 8, 2025 .

We offer:

- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Director of Transportation and Engineering, the Manager of Design and Construction will manage a team that delivers all phases of engineering and project management in support of the town's community infrastructure capital works programs for transportation and/or storm water infrastructure including studies and investigations, coordination of land acquisition and utility works, preliminary and detailed engineering design, public meetings, permits and approvals, contract drawings and specifications, tender and contract administration, quality control and quality assurance.

What can I expect to do in this role?

As the Manager of Design and Construction you will:

- Lead the development of a strategic vision, goals, objectives and work plan for the division.
- Develop and implement Sectional business plan and participate in the development of Departmental business plan that aligns with Council Plan, customer / community needs, and legislative requirements.
- Review and evaluate Section's administrative / project management processes to ensure efficient and effective delivery of services including setting service standards for the Section. Provides annual update of Section's business plan, including monitoring and communication of Section's progress/achievements related to Sectional KPIs.
- Delivery of the 10-year infrastructure capital program including the design and construction of transportation and/or storm drainage infrastructure projects (e.g. roadways, bridges and culverts and storm sewers) including project planning and budgeting; public notification, updates and consultation; review and approval of drawings; tender and award of contracts; project meetings and presentations; management of consultants and contractors; coordination with external agencies and other town projects; permit applications; inspection; material testing and quality control, related studies and contract administration.
- Oversee Survey and Construction Section that provides survey, inspection and design services to support the delivery of the capital program.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Oversee the Town's design standards committee that establishes and maintains engineering standards for roads, active transportation facilities, and stormwater management systems ensuring that existing standards remain relevant, effective, and aligned with current best practices and regulations.
- Develop, update and/or adopt requirements and specifications for contract work, engineering and construction standards for town infrastructure in collaboration with Corporate Asset Management in the annual update of the 10 Year capital program
- Implement and support effective systems for project management, performance measurement, benchmarking, and cost analyses.
- Leads, directs and engages a highly professional team of approximately 13 staff. Supervise staff including recruitment, selection, hiring, assigning work, determining training and development needs, coaching and mentoring, team building, conduct performance appraisals, and determine/recommend disciplinary action in accordance with the collective agreements and municipal policies and practices.
- In collaboration with Corporate Asset Management, develop the 10-year capital infrastructure budget adjusting plans and programs as necessary.
- Develop and monitor the section's operating budget meeting financial performance, expense targets and planned/required service levels.
- Communicate effectively and represent the Corporation and the Department in a professional and courteous manner.
- Lead and/or represent the department as a member of various study teams, technical/administrative committees, working groups, task forces, etc.
- Prepare and review staff reports. Conduct, attend and/or make presentations to meetings of the public, stakeholder groups, senior management, Committees, Town Council, etc.
- Respond directly and/or otherwise initiate and ensure investigation and suitable follow-up response to inquiries, complaints or requests for service from the public, residents, emergency services, other departments, senior management and members of Council.
- Provide documentation and evidence to support the Town's risk management, insurance and legal representatives in addressing damage or liability claims.
- Provide testimony/evidence on behalf of the town before boards, commissions, hearings, etc.
- Perform other duties as assigned.

How do I qualify?

The ideal candidate will have a university degree in Civil or Environmental Engineering or related field plus designation as a licensed Professional Engineer (P.Eng.) in good standing in the Province of Ontario. Your formal education is augmented by a minimum of 8 years directly related experience in progressively responsible positions that have resulted in outstanding leadership complemented by a highly developed understanding of construction, design and engineering best practices as well as project and budget management. Project Management Professional (PMP) certification will be as asset.

In addition, your experience includes:

- Extensive knowledge of engineering principles associated with transportation and storm projects.
- Practical experience in construction methods, materials and processes as well as thorough knowledge of design standards, regulations, health and safety requirements, contract tendering and administration.
- Demonstrated leadership skills including integrity, respect for others, self-awareness, emotional maturity, strong listening skills and the ability to embrace change.
- Excellent management skills in order to manage resources, empower others, be decisive and accountable.
Strong communication, negotiation and customer service skills to deal effectively with internal and external stakeholders.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Highly developed project management skills, strong negotiating and scheduling abilities. Sound analytical, decision-making, problem solving, financial control, organizational and leadership skills.
- Budgeting and finance knowledge and skills to develop the 10-year Capital Program and manage a large operating budget. This includes project scoping, costing, financing and prioritization.
Technical expertise to act as the town's "expert" relating to all aspects of construction and design.
- Comprehensive knowledge of Occupational Health & Safety legislation and practices/processes.
- Demonstrative human resources management skills.
- Knowledge of corporate and department policies & procedures.
- Computer literacy utilizing MS Office software applications and database management techniques as well as GIS and CAD.

Core Knowledge Required for Success:

You are an experienced leader with a comprehensive knowledge of:

- Current and future practices, trends, technology and information relative to civil (transportation and storm sewer) engineering, design and construction, design and engineering.
- Acts, regulations and directives as these apply to design, construction, and municipal engineering projects.
- Government decision-making processes.

In addition, your experience demonstrates the following **manager leadership competencies**:

Strategic Thinking – innovating through analysis and ideas

Engagement – mobilizing people, organizations, partners

Management Excellence – delivering results through action management, people management and financial management

Accountability and Respect – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Manager level.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: July 17, 2025

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3