



Job Title: Associate Director of Infrastructure Planning

Job Opening Id: 43521

Required: 1

Business Unit: Public Works

Division: Infrastructure Planning and Development

Location: Thorold, Ontario

Standard Hours: 35.00 / week

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary Grade: 8

Salary Range: \$133,450.00 - \$157,000.00

Post Date: 2025-09-25

Close Date: 2025-10-08

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

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Job Summary

Salary Pending Review

Reporting to the Director of Infrastructure Planning and Development, the Associate Director of Infrastructure Planning provides strategic leadership in the development and implementation of long-range infrastructure strategies and planning frameworks. This position is responsible for advancing infrastructure master planning, environmental assessments, growth-related analysis, and policy development to support sustainable and coordinated infrastructure investment. The Associate Director oversees planning functions across, water, wastewater, stormwater, and transportation portfolios, ensuring alignment with legislative requirements, regional priorities, and growth objectives. The role works collaboratively with internal departments/divisions, local municipalities, interested parties, and provincial agencies to integrate infrastructure planning with broader community and environmental goals.

Education

- Post-secondary degree in Civil Engineering, Environmental Studies, Urban Planning or a related discipline. A master's degree is preferred.
- An equivalent combination of education, experience and qualifications may be considered.

- Knowledge of project management practices, including project development, scheduling, monitoring, and control systems.

Knowledge

- Minimum of 7 to 10 years of progressively responsible experience in infrastructure planning, growth management, or municipal engineering, with a strong background in policy and strategy development.
- Demonstrated experience leading multi-disciplinary studies and infrastructure master planning processes, including integration across water, wastewater, stormwater, and transportation sectors.
- In-depth understanding of municipal environmental assessment processes, growth forecasts, and capital infrastructure planning.
- Experience in cross-functional collaboration and policy alignment in a municipal or public sector context.
- Familiarity with relevant legislation and guidelines, including: the Environmental Assessment Act, Municipal Act, Planning Act, Development Charges Act, and related regulations.
- Strong knowledge of municipal development planning, capital budgeting, growth management strategies, and development charge frameworks.
- Demonstrated record of strong people leadership, team advocacy, and staff delegation, empowerment and development, along with results orientation.
- Excellent written and verbal communication skills; confident, articulate and professional speaking/presentation abilities, in public and to large groups. Ability to develop and deliver clear, data-driven reports, presentations, and business cases to varied audiences.
- Demonstrated political discretion and acuity.
- Must hold a current and valid designation in a relevant discipline [e.g., Registered Professional Planner (RPP), Professional Engineer (P.Eng.) or similar designation in a related area of expertise].

Responsibilities

Provide strategic oversight and direction to ensure the effective development, integration, and delivery of infrastructure master plans and environmental assessments for core Regional services. (30% of time)

- Oversee the preparation and periodic updating of master plans for water, wastewater, stormwater, and transportation systems, ensuring technical soundness and policy alignment.
- Ensure integration of modeling tools, including the Transportation Master Plan and Master Servicing Plan models, in the development and updating of infrastructure master plans to support coordinated, evidence-based planning.
- Direct consultant teams and interdisciplinary staff through the execution of comprehensive environmental assessments and planning studies.
- Ensure that master plans incorporate principles of sustainability, climate resilience, and lifecycle cost-effectiveness.
- Coordinate and validate inputs from service areas and external agencies to ensure consistency in assumptions, data, and long-range servicing strategies.
- Translate master planning outcomes into actionable capital recommendations that inform budget development and infrastructure prioritization.

Guide and oversee growth management strategies and servicing frameworks to align growth with infrastructure capacity and long-term municipal objectives that are cost effective.. (30% of time)

- Oversee the development of a Regional allocation policy that aligns growth location and timing with future infrastructure planning, including clear phasing criteria to ensure orderly, coordinated, and fiscally sustainable development throughout the region.
- Direct the use of demographic, economic, and spatial growth analysis, grounded in local land use planning, to shape servicing strategies and promote coordinated land use planning.
- Identify and guide the resolution of infrastructure capacity constraints and develop solutions that align with development phasing, growth targets, and funding availability.
- Ensure collaboration with planning, finance, and engineering teams to ensure growth management plans are fiscally responsible and operationally feasible.
- Align municipal servicing strategies with regional and provincial planning frameworks and initiatives.
- Oversee the preparation of growth forecasts and monitoring of strategic indicators to ensure alignment with corporate priorities.
- Facilitates collaboration with local municipalities, the development industry, Regional departments, the public and other interested parties on the growth management strategy and development staging.
- Provides guidance on local municipal growth management plan and master planning processes.
- Oversee the development and maintenance of growth-related information systems, including a development portal to support planning and monitoring activities.
- Oversee the tracking of development activity and the annual monitoring and reporting of the growth management strategy and development phasing.

Provide strategic leadership and coordination in support of long-range planning, growth management, and infrastructure investment across the Public Works Department. (10% of time)

- Lead the development, implementation, and continuous refinement of the Public Works strategic vision, ensuring alignment with corporate priorities, Council direction, and evolving community needs.
- Drive the advancement of department-wide planning and policy frameworks that guide infrastructure investment, service delivery, and decision-making.
- Assess long-term trends, legislative changes, and emerging best practices to proactively inform strategic policy development and infrastructure planning approaches.
- Lead collaboration among elected officials, senior management, and external partners to ensure integrated planning outcomes that enhance quality of life and economic prosperity.
- Provide senior-level guidance on complex planning matters to support cross-divisional consistency and strategic alignment.

Fosters partnerships and represents the Region in intergovernmental and technical forums to advance infrastructure planning and policy objectives. (10% of time)

- Build and maintain positive working relationships with provincial ministries, conservation authorities, local municipalities, and other invested partners.
- Represent the Region on committees, task forces, and technical working groups to influence infrastructure planning, policy, and funding priorities.
- Coordinate with internal departments to align infrastructure planning with broader Regional strategies and Council priorities.
- Prepare and deliver reports, briefing materials, and presentations for senior leadership, Council, and public audiences.

- Promote transparency, accountability, and inclusive engagement processes that capture diverse perspectives and build support for Regional infrastructure initiatives.

Manage people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (10% of time)

- Enable results with the organization's human capital strategy to foster employee engagement.
- Direct and provide leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensure alignment and coordination of activity and quality of output between teams under their direction.
- Ensure focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensure staff has the information and resources to make successful plans and decisions.
- Ensure all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Help to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensure Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensure all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develop, manage and administer annual and multi-year Capital and Operating budgets for the division/operating unit, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10% of time)

- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening #43521 (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **October 8, 2025**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.