

Manager, Capital Planning and Growth

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the position of Manager, Capital Planning and Growth within the Engineering and Transportation Services Department. Reporting to the General Manager/City Engineer, this position will provide leadership and manage the work of the capital project planning and design teams to prepare Guelph to grow towards its Housing Pledge targets. The position will also lead the delivery of the City's downtown infrastructure renewal program and team. Working collaboratively with staff and stakeholders, this position will ensure the successful delivery of engineering infrastructure projects, designs, master plans, and capital budgets to achieve the city's housing-enabling infrastructure and state of good repair goals.

Key duties and responsibilities

Division Management

- Responsible for the overall delivery of planning and design services for the engineering and transportation infrastructure capital construction program, including budget preparation, planning/master planning, project scoping and design services.
- Provides program leadership for the city's downtown infrastructure renewal program, including collaboration with the City's downtown revitalization officer, coordination with stakeholder departments, Tier 1 reporting requirements, council and steering committee presentations, team leadership, customer service, and construction project delivery.
- Ensures the City's housing-enabling infrastructure to support Guelph's growth targets is well planned, organized and delivered in a timely manner to unlock housing and support meeting Guelph's Housing Pledge.
- Oversee delivery of infrastructure planning studies including Master Plans in accordance with the Municipal Class Environmental Assessment Process as defined in the Environmental Assessment Act for a range of municipal infrastructure (road, bridge, sewer, watermain and related) to implement the City's strategic goals of growth, asset management and economic development.
- Manages a team of professional engineers, project coordinators, contract administrators, technicians and technologists.
- Provide technical guidance and leadership support to divisional staff responsible for the management and administration of engineering infrastructure projects including planning, designing, organizing, scoping, budgeting, and controlling to ensure timely contract completion.
- Collaborates with, and provides leadership support and technical advice to, the Construction team to inform work plan development, budgeting, and scheduling of the engineering infrastructure construction program.
- Collaborates with, and provides technical advice to, the corporate asset management team to inform linear reconstruction priorities and state of good repair priorities.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintain continued contact with the industry regarding standards and specifications for municipal infrastructure.
- Prepare reports and presentations for Council, community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Provide engineering technical support to other city departments.
- Lead and inspire innovation and the adoption of best practices.
- Build and maintain positive working relationships with co-workers, other civic employees and the public using principles of good customer service.
- Develop collaborative partnerships with agencies, utilities, adjacent municipalities, developers and contractors on matters relating to linear infrastructure.
- Participate on technical committees in the development of policy, review of practices for municipal budgeting, design, construction, etc.

Leadership

- Provide visible and positive leadership, developing and nurturing a work environment that is inclusive and respectful and motivating for employees.

- Foster a highly engaged team environment, which promotes collaboration, continuous learning, professional development and high quality project delivery.
- Establish clear direction and annual objectives for the department and for staff and evaluate performance; monitor results and provide coaching, training and development opportunities as needed.
- Responsible for staff supervision, including health and safety.
- Contribute to the departmental leadership team and corporate initiatives.

Financial Management

- Develop, coordinate and administer the Capital budget for all linear infrastructure projects.
- Manage the multi-year downtown infrastructure renewal program budget (valued >\$200M)
- Develop and monitor the Operational budget for division.

Qualifications and requirements

- Considerable experience related to the duties listed above, normally acquired through completion of a Degree or Diploma in Civil Engineering or related field of study and considerable experience in municipal engineering, design and construction. Candidates with an equivalent combination of education and experience may be considered.
- Registered as a Professional Engineer (or Limited Professional Engineering license) with the Professional Engineers of Ontario.
- Experience supervising staff and leading work teams.
- Knowledge of federal, provincial, and municipal legislation/regulations related to municipal infrastructure planning, design and construction.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent communication, organization and problem solving skills.
- Demonstrated commitment to continuous improvement and customer service.
- Able to manage multiple and changing demands and priorities.
- Must possess a valid Class "G" driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. Evening or weekend work will be required to attend meetings or respond to urgent issues. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-Union Grade 8: \$117,673.92- \$147,092.40 (2025 rates)

How to apply

Qualified applicants are invited to apply using our **online** application system by **December**

7, 2025. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.