

Department:	Public Works
Function:	Director of Infrastructure
Education:	Diploma or Degree in Engineering or related discipline and registration as a Professional Engineer (P.Eng) with the Association of Professional Engineers of Ontario or a Certified Engineering Technologist (CET)
Experience:	Five years minimum management experience
Reports to:	CAO

Qualifications

- Strong managerial and organizational skills.
- Effective interpersonal and communication skills.
- Drafting and design experience an asset.
- Working knowledge of the Highway Improvement Act and any related Federal or Provincial legislation.
- Working knowledge of public water systems, and reporting and licencing requirements to the Ministry of the Environment.
- Working knowledge of MS Office, and ArcGIS.
- Working knowledge of PSDCityWide Asset Manager and Maintenance Manager modules.

Job Responsibilities

GENERAL

- Provides leadership and guidance to staff and consultants, and direction to Public Works Foreperson.
- Oversees hiring, training, evaluations and disciplines within the department.
- Manages various departments and infrastructure, including public works, recreation, waste disposal site, gravel pit, water treatment facilities and administration building.
- Receive and respond to enquiries and complaints which relate to department.
- Research matters, provide reports, draft policies, procedures, by-laws and agreements.
- Advise on department matters, cross-jurisdictional matters, and communicate, and interface with Council and the public.
- Attend Council meetings as required.
- Responsible for ensuring all Health and Safety issues are dealt with and inspections are reviewed and signed.
- Carry out a range of specific duties related to the municipal infrastructure and operations and other tasks and responsibilities as may be assigned.
- Coordinate, review and issue permits related to the department.

ROADS

- Ensure compliance with Minimum Maintenance Standards and implement liability reducing practises.
- Prepare annual and multi-year road programs, signage plan, paving plan and winter operation plans, traffic studies, public works guideline documents.
- Oversee the management and documentation of road operations and maintenance.

RECREATION AND FACILITIES

- Monitor and ensure for the maintenance of all facilities and grounds, including recreational infrastructure, facilities, cemeteries, and parks.
- Provide leadership and infrastructural oversight for recreational programming and community partnerships.

FISCAL AND PURCHASING RESPONSIBILITIES

- Prepare scope of work for call documents.
- Review call documents and vendor contracts.
- Liaison with vendors as appropriate and in accordance with procurement policy.
- Manage related projects and contracts.
- Assist in the preparation of the departments operating and capital budgets including capital forecasting.
- Assist with grant applications for the department.

DEVELOPMENT AND PROJECT MANAGEMENT

- Responsible for studies and documents, including preparing engineering standards and coordinating environmental assessments.
- Review and recommend on energy consumption and climate change initiatives.
- Provides project management for the Township's capital and maintenance projects, including preparing the drawing and designs where applicable.
- Liaison, coordinate and provide engineering comments and oversight of developer-initiated projects including subdivisions and commercial/industrial sites. Oversee site works and installation of municipal services and assist with enforcement of development agreements.

ASSET MANAGEMENT

- Complete regular condition assessments for various assets such as roads and facilities.
- Ensure records are maintained pertaining to the use, supply and purchase of equipment and monitors fiscal performance of the department program and budget.
- Review levels of service for assets.
- Work as part of the asset management team to ensure compliance with Ontario regulations.

MUNICIPAL WATER SYSTEM

- Oversee management of maintenance performed by consulting engineer and manage approvals and construction of activities related to municipal water.
- Oversee water meter reading, coordinate shut offs.
- Responsible to plan for future needs related to water services and oversee/implement any capital improvements and expansions.

- Oversee compliance with source water protection plan and legislative requirements and coordinate with consultant (NVCA) as necessary.

LANDFILL

- Oversee ongoing monitoring of closed landfill sites and liaison with consulting engineer and Ministry.

GRAVEL PIT

- Oversee management of the operation of the municipal gravel pit.
- Maintain records, licences, certifications and prepare forecasts for gravel pit capacity and long-term needs.

EMERGENCY MANAGEMENT

- Ensure 24-hour emergency call out (generally for water locates and motor vehicle collisions).
- Leadership role on Emergency Management Team, Member of Municipal Emergency Control Group.
- Oversee maintenance and emergency response during regular and after-hours (heavy snow fall, flooding, water system, water breaks, structure failure, windstorm, etc.).
- Responsible for advising and declaring weather related emergency, coordinating municipal response, and information sharing, and updating the municipal systems.
- Responsible for effective risk management, liability control and due diligence measures.