



# ***Manager, Engineering Division***

The Town of Fort Erie is a diverse, welcoming community that is growing. Come join our team and put your mark on something that is exciting, rewarding and challenging. We're recruiting people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

Working with the Director, you will manage and direct the Engineering Division, including development, municipal projects, asset management, construction inspection, traffic management and municipal drainage activities, ensuring legislative and regulatory compliance. You will formulate, administer and provide leadership for annual work plans, budgets and ten-year capital forecasts, special projects.

The ideal candidate will have a University Degree in Civil Engineering, professional engineering designation, be an organized critical thinker and problem-solver, able to prioritize, delegate and deliver a high volume of technical assignments. As someone who leads by example, you are skilled at building and maintaining key relationships to ensure an integrated approach to service delivery.

Compensation includes an annual salary of \$114,033 - \$136,840, comprehensive health and wellness benefits and a hybrid work environment.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected  
community of choice***

To apply for this position please [click here](#). The deadline for receiving applications is 12:00 **NOON** local time on **Monday, April 10, 2023**. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer and accommodation is available to candidates upon request.

# Manager, Engineering Division

Management, Supervisory & Exempt – Band 10

Page 1 of 4

**Department:** Infrastructure Services  
**Division:** Engineering  
**Reports to:** Director, Infrastructure Services

## Position Objective

Support the organization, operation, strategic planning and delivery of Infrastructure Services. Success requires developing a close working relationship with the Manager, Parks and Facilities, Manager, Water and Wastewater and Manager, Roads and Fleet to ensure an integrated approach and high level of customer service with respect to Infrastructure Services.

This position also provides support to Planning & Development Services in the development of new infrastructure projects. (See also Corporation's Drinking Water Quality Management system-DWQMS).

## Duties & Responsibilities

1. Manage and direct the Engineering Division, including development, municipal projects, asset management, construction inspection, traffic management, and municipal drainage activities, ensuring legislative and regulatory compliance.
2. Formulate and administer short and long-term policy and operational objectives and special projects.
3. Provide leadership, support and counsel to the respective sections in developing, establishing and executing objectives and programs; organize work and establish schedules; allocate resources; monitor progress and performance.
4. Monitor, confer with, and advise the respective sections on the procedures for the operations, administration and control, provide coordination between sections, and make recommendations to the Director, where necessary.
5. Provide liaison and engineering advice, as required, on matters of policy or items of mutual concern between the Engineering Division and other Infrastructure Services divisions, other Corporation service areas, other agencies and other levels of government, to coordinate their requirements with those of the Division.
6. Oversee the Corporation's Asset Management Program (AMP) through the Project Manager, Asset Management to ensure all asset classes including levels of service, condition assessments, valuations, life cycle costing, annual asset management reports and GIS updates as they relate to the Infrastructure and Jobs and Prosperity Act, 205 is properly managed.
7. Participate in Top Management operational oversight of entire water distribution system and the DWQMS; participate in the Department's management group; act in the absence of the Director, as required, to ensure the coordination/completion of Division/Department projects.
8. Prepare the Division's yearly and ten-year capital expenditure programs and the yearly operating program to be dealt with out of current revenue.

# Manager, Engineering Division

Management, Supervisory & Exempt – Band 10

Page 2 of 4

9. Prepare annual estimates and budgets for the Engineering Division and submit them to the Director; control and monitor expenses as approved by Council, including acquisition of supplies and services.
10. Assume direct responsibility for complex and special projects as directed by the Director, Infrastructure Services.
11. Prepare and recommend controls and agreements covering work done for the Corporation by outside contractors; organize and assign jobs following tendering awards; supervise the work on an ongoing basis; monitor and assess performance to ensure that the contracts are honoured.
12. Attend and provide support to Committees of Council which may include Infrastructure Services Business Sub-Committee, Traffic Coordinating Committee, Technical Planning Advisory Committee, Strategic Planning Committee, Land Committee and other non-Council working groups as appropriate.
13. Prepare and, when required, present Administrative and Status reports, policy recommendations, by-laws and/or resolutions for the Director, Infrastructure Services as well as for Council's consideration.
14. Lead in the selection of Division staff; support evaluation and discipline of existing staff; participate in Labour Management forums.
15. Ensure adherence to *Occupational Health and Safety Act, The Corporation's Health and Safety Policy and all other relevant legislation.*
16. Receive and respond or co-ordinate responses to customer enquiries and complaints. Monitor customer satisfaction.
17. Support emergency readiness of Engineering Division.
18. Stay current with legislative and regulatory changes, recommend and/or take appropriate action in response; ensure knowledge of relevant legislation, regulations, practices remain current.
19. Investigate, develop and implement process improvements.

## Education & Experience

- Post-secondary education in Civil Engineering
- Professional Engineer designation (P.Eng.), Civil or Municipal
- Eight (8) years of progressively responsible experience in a relevant field
- Valid driver's license

## Knowledge

- Applied, specific technical knowledge of the planning, materials, standards, design, construction, maintenance and repair of road, water and sewer works infrastructure and appurtenances
- Applied, technical knowledge of budgeting, asset management and procurement
- Applied, technical knowledge of computers, GIS, MS Office and engineering software applications
- Applied knowledge of personnel management principles and procedures, including collective agreement administration
- Technical knowledge of local government structure, protocol, procedures, budgeting and funding

# Manager, Engineering Division

Management, Supervisory & Exempt – Band 10

Page 3 of 4

- Technical knowledge of the Municipal Act, Infrastructure for Jobs and Prosperity Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Environmental Protection Act, Cemeteries Act, Navigable Waters Act, Occupiers' Liability Act, Occupational Health & Safety Act and other applicable legislation and regulations
- Technical knowledge of infrastructure standards such as the Ontario Provincial Standards and the Niagara Peninsula Standard Contract Document
- Technical knowledge of Corporation's Emergency Response Plan
- General knowledge of customer service

## Skills & Ability

Ability to;

- Adapt to change, learn and practice new skills
- Analyze and solve complex problems and recommend innovative, practical solutions
- Communicate clearly, openly and honestly verbally and in writing
- Demonstrate ethical conduct, political sensitivity, discretion, integrity and reliability
- Interact skillfully and professionally with internal and external customers and members of Council
- Lead by example; develop and motivate associates in a team environment
- Prioritize and organize a high volume of assignments; delegate and empower to ensure timely project completion
- Steward Department vision and prioritize goals in an evolving political environment
- Accountability for overall Department performance and outcomes
- Collaboration
- Financial management
- Judgement/Decision-making
- Mathematical skills
- Operational planning
- Relationship building

## Supervision

All aspects of the Engineering function.

## Work Demands

- Work is judged primarily on overall results; frequently develops methods to achieve desired results;
- Work evenings and weekends, as required
- Frequent mental and visual alertness
- Frequent vehicle operation and occasional walking
- Occasional noise, dirt, odours and adverse weather
- Possible exposure to chemicals
- Errors may result in lost or reduced productivity, public embarrassment, customer dissatisfaction, personnel injury, property damage and provincial offence

# Manager, Engineering Division

Management, Supervisory & Exempt – Band 10

Page 4 of 4

## Position History

In December 2004, the job description for the Manager, Engineering Division was modified and the department's name changed resulting from restructuring in accordance with By-law No. 200-04. It was further amended in June 2008 in advance of a competition and again in November 2012 and in 2015 based on the experience of the incumbent Manager. It was updated following a corporate re-organization in March 2016. It was amended in October 2018 and May 2022 in advance of a competition.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

---

Chief Administrative Officer

---

Date