Career Opportunity
Municipality of Chatham-Kent
Infrastructure & Engineering Services
Engineering & Transportation Services
Manager, Infrastructure Services
(permanent full-time)  
Job # ENG 16-1

NOTE: This position requires a Career Profile (found in our job ad under municipal jobs at www.chatham-kent.ca) and resume. Please be sure that information you include in your career profile can be found in your resume.

Job Description:
The Municipality of Chatham-Kent requires a permanent full-time Manager, Infrastructure Services with the Engineering & Transportation Services division.

The Manager, Infrastructure Services is responsible for the managerial oversight of the Municipality’s infrastructure development and assets related to engineering and transportation services and Capital Municipal Projects. The Manager will coordinate engineering services under a Service Level Agreement to the Public Utilities Commission. In addition the Manager will assist other departments as required in engineering and project management areas. The position also provides the administration and management of development engineering reviews for compliance of subdivision servicing standards, site plans, and development agreements along with inspections and review of security deposit requirements and releases. The Manager will also be responsible for the Traffic division in which they will be responsibility of prioritizing of traffic related issues within the Municipality and the deployment of resources to address these issues. The Manager will also assist in the creation and maintenance of a Quality Management System for the Engineering and Traffic Division. This position participates on the Manager/Supervisor Team.

About Engineering & Transportation:
The division oversees a wide variety of technical services to many client departments within the Corporation. These services include project management, the design and contract administration of civil heavy construction projects as well as traffic and transportation engineering. The division manages contracts associated with the provision of public conventional, accessible and interurban transit services. The division develops work plans for asset replacement and rehabilitation, capital improvements and infrastructure expansions related to approved Master Plans. Infrastructure asset inventories are managed and lifecycle budgets developed for the annual road, sidewalk, bridge, culvert, sanitary and storm sewer rehabilitation and replacement programs.

The Community of Chatham-Kent
Beautifully located between two lakes, Chatham-Kent offers a pleasant, family friendly lifestyle with attractive communities and welcoming people. Housing prices are a fraction of those in other locations. For example, in 2014 the average house cost $567,000 in Toronto and $254,000 in London, but only $152,000 in Chatham-Kent. We provide a full range of public and private sector services for people of all ages and backgrounds. Schools, doctors, sports facilities and shopping malls – we have it all. Our beaches, parks, and nature reserves make Chatham-Kent a paradise for outdoor enthusiasts. People are finding many reasons to choose Chatham-Kent. Come and discover your own!

Core Values for the Municipality of Chatham-Kent
- Respect/Equity
- Trust/Honesty/Integrity
- Teamwork
- Communication
- Safety

Essential responsibilities:
- Directs engineering consulting teams in the preparation of environmental assessment and other transportation studies, for road, rail and bridge structures
- Overseer civil engineering projects including signal installations, sanitary and storm sewers and other infrastructure improvements
- Review site plans through Chatham-Kent's Technical Advisory Committee
- Design layouts for major road/intersection improvements and parking lot designs
- Prepare the schedules for replacements, capital improvements, and expansions in relation to the master plans and infrastructure studies.
- Provide project management for infrastructure renewal and expansion, including the supervision of consultants and/or project coordinators regarding Capital Works.
- Identify and negotiate with Government agencies for grant applications to support infrastructure planning and design.
- Develop and maintain priorities within the Traffic Division.
- Develop and author contracts and agreements.
- Prepare applications for funding programs through provincial and federal governments, to maximize entitlements under the funding initiatives.
- Administrator capital budget projects for bridges, roads and traffic controls, conventional and accessible transit; administrator Capital infrastructure improvements.
- Make design decisions in keeping with accepted standards and Provincial and Municipal policies and guidelines.
- Prepare and deliver presentations to Council and for public information meetings.
- Chair Public meetings for potential infrastructure change or improvements.
- Assist the Director of Engineering in the creation and maintenance of a Quality Management System for the Division.
- Liaison with other departments, developers, public and agencies regarding transportation and engineering issues.
- Liaison with general public to review proposed projects.
- Liaise with various levels of government, regulatory agencies, and the public, on municipal infrastructure, internal departments, public and stakeholders while planning and designing municipal infrastructure.
- Promote public awareness of transportation and engineering initiatives and issues through the preparation of presentations and media releases.
- Respond to public requests/complaints regarding the efficiency/adequacy of the existing municipal transportation systems and Municipal infrastructure.
- Participation in outside organizations through memberships in transportation and engineering associations and organizations.

**Essential qualifications:**

**Ability to demonstrate Chatham-Kent's Core Values and Competencies through a combination of education and experience:**

- A minimum Bachelor's degree in Engineering (preferably Civil Engineering) (with a P.Eng. designation) plus (4) four to (6) years related experience.
- Progressive experience in the engineering planning and design of municipal infrastructure and facilities including but not limited to roads, bridges, sidewalks, water distribution systems, storm and sanitary sewer collection systems, municipal drains, street lighting, traffic signals, traffic management etc.
- Supervisory experience.
- Demonstrated knowledge of urban planning processes relevant to the engineering, municipal servicing and infrastructure requirements of land development, including Province of Ontario statutes, regulations and guidelines such as the Planning and Municipal Acts along with ministry approvals.
- Demonstrated knowledge of theory, principles and practices of transportation planning, design and construction and Ministry traffic policies and procedures.
- Strong knowledge of appropriate legislation i.e. Highway Traffic Act, Ontario Traffic Manuals, Ontario Provincial Standards etc.
- Knowledge of municipal engineering discipline standards, trends, emerging issues and applicable legislative requirements as they pertain to transportation and engineering.
- Advanced knowledge of infrastructure modeling software.
- Ability to keep abreast of changes in the engineering profession and transit industry.
- Strong computer skills and knowledge of various engineering software programs and equipment including but not limited to AutoCad Map3D, Microsoft Project, Road Analytics Pavement Management System, XPSWMM Hydraulic Modeling, GPS and Total Station survey equipment.
- Working knowledge of FMW and JD Edward (or similar financial programs).
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs).
- All new employees will be required to complete their Health & Safety and other on-line mandatory training upon or before their first day of employment; other training (including Health & Safety policies) may also be required.
Other Manager/Supervisor qualifications:
- Thorough knowledge of current issues facing local government in Ontario, and particularly as they relate to the portfolio
- Extensive leadership experience in municipal or broader public, private or voluntary sector environments
- Extensive senior level experience with significant scope, complexity, and diversity of operations in a public or private sector environment
- Knowledge of human resources management, financial management, project management, and policy development

Certifications, memberships, licenses:
- Health & Safety Competency training is required within 6 months of hire date and will be maintained through refresher training once every 4 years
- Professional Engineering Designation (P.Eng. designation with Professional Engineers Ontario (PEO))

Work Environment:
This position will work both indoors and outdoors.

Hours of Work:
This position will work weekday hours, with occasional evenings and weekends, and on call after hours and on weekends.

Driver’s license/vehicle requirements:
Because of the responsibilities, this position requires the successful candidate to have a valid (class G or higher) Ontario driver's licence; a driver’s abstract will be conducted by the Municipality of Chatham-Kent; because this position may be required to drive their own vehicle, a reliable vehicle is also required.

Occupational Safety Responsibilities:
The Occupational Health and Safety Act (OCHSA) clearly articulates supervisor responsibilities. This level of the organization includes Managers who are not in SMT (Senior Management Team) and Supervisors (reference Sections 27 of the OCHSA and Safety Policy #HS-001, “Individual Responsibilities”). The following list of responsibilities is designed to identify some of the primary responsibilities. It does not provide the exhaustive list of legislated responsibilities:

Supervisors must perform or adhere to the following:
- Performing workplace inspections (set up annual schedule); ensures that workplace inspections are conducted
- Conducting information sessions (safety talks, staff meetings); and documents process
- Participates in the accident investigation process
- Discuss safety training needs with staff, and ensures workers receive appropriate safety training
- Performing employee safety observations (set up annual schedule); correct substandard acts or behaviours, and commends workers for safety performance

Supervisors must ensure:
- The working environment is maintained in a healthy and safe condition
- Ongoing safety education is provided
- Health and safety performance of subordinates is evaluated
- First aid facilities are provided
- Personal protective equipment is provided and used
- Reporting and investigating of accidents; determine causes of accidents and initiate/recommend corrective actions
- Understanding and enforcement of safety policies and procedures
- Compliance with all applicable safety regulations and codes (building code, fire code)
- Information and instruction is provided to workers to protect their health and safety
- Workers are aware of all potential and existing work-related hazards they face
- Take every precaution reasonable in the circumstances for the protection of workers
- Identification of occupational safety concerns to superior
- That a worker works in the manner and with the protective devices, measures and procedures required by the OCHSA and regulations and that a worker uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be worn

For management dealing with contractors/independent operators:
Members of Management who contract for the work of a Contractor or Independent Operator hired to perform work for, or provide services to, the Municipality are accountable for ensuring that all safety requirements are met by the Contractor or Independent Operator.
**Essential physical and/or safety requirements:**
- Walking: frequent walking on level surface
- Sitting: frequent sitting in chair
- Reaching: infrequent reaching above shoulder, below shoulder, forward, backward, handling (sit project inspections)
- Hands: frequent fine finger dexterity (movement), mousing (includes handling outside engineering equipment)

**Other physical and/or safety requirements:**
- Bending: infrequent twisting, crouching; occasional stooping
- Walking: infrequent walking on rough surface, balancing; occasional walking on level surface
- Sitting: infrequent sitting in vehicle seat
- Reaching: infrequent reaching above shoulder, below shoulder, forward, backward, handling (sit project inspections)
- Lifting: infrequent carrying (less than 11.73 kgs. or 50 lbs.) (related to project inspections)
- Standing: infrequent standing inside and outside
- Hands: infrequently gripping (includes handling outside engineering equipment)
- Climbing: infrequent climbing ladders; occasional climbing stairs (projects, bridge inspections)

**Compensation:**
This position has an annual wage range of $80,015 to $94,341 (based on grade 11 of the 2015 non-union full-time compensation plan), plus benefits following the successful completion of a 90 day probationary period. Participation in the OMERS pension plan is mandatory. The Municipality offers a comprehensive benefit package, including long term disability and an extended health plan.

**Applying:**
Candidates interested in the above position are asked to submit a Career Profile and resume to the address below. Please do not include a cover letter, or copies of transcripts, licenses, certificates, etc. Please read Career Profile and Resume Writing under municipal jobs to see what we are looking for in your application.

**Please read: The Career Profile and your resume:** Please include detailed information in the boxes provided under each question in the career profile where you have answered ‘yes’. Your resume should provide detailed information for each ‘yes’ answer in your Career Profile; your resume will be reviewed to verify your answers in the career profile. Your career profile and resume should list each employer, the job titles under each employer, with a summary of the job duties/skills/experiences you gained in each position compared to the responsibilities and qualifications listed in the job ad. See the end of the career profile for detailed instructions on how to complete this application form.

**Applications must be received before 4:30 p.m., Monday, February 29, 2016 (extended):**
Municipality of Chatham-Kent
Attn. Cathy J. E. Hoffman, MPA, CHRL
Director, HROD/Customer Services
315 King Street West
P.O. Box 640
Chatham ON N7M 5K8
Fax: 519.436.3237
Email address: Ckhr@chatham-kent.ca

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

**Signup for job subscription** to receive daily emails about new job postings from the Municipality of Chatham-Kent and other community employers: [http://www.chatham-kent.ca/eservices/Pages/subscription.aspx](http://www.chatham-kent.ca/eservices/Pages/subscription.aspx)

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https://twitter.com/ck_careers
https://www.linkedin.com/company/chatham-kent-careers

If you are using a MAC computer, these links should assist you with changing your options so you can open and complete a formatted Word Career Profile:
http://www.ehow.com/how_6511509_can-open-word-documents-mac_.html
http://www.ehow.com/how_6773876_word-mac-were-created-pc.html