



Town of Erin

Job posting

Director of Infrastructure Services/Town Engineer

The Town of Erin is a progressive municipality located 35 minutes from Guelph, Mississauga, Vaughan and Shelburne.

Reporting directly to the Town's Chief Administrative Officer (CAO), the Director of Infrastructure Services is responsible for the overall direction, management and administration of departmental units associated with Engineering, Roads, and Parks and Recreation in addition to overseeing the outsourced water services which reside with the Ontario Clean Water Agency.

As a member of the Town's Leadership Team, the incumbent will be responsible for the leadership of the aforementioned areas of business including the delivery, development and maintenance of municipal systems. The incumbent will also help develop, manage and support strategies, plans, budget coordination, asset management planning, needs assessments. The incumbent is also responsible for performing statutory duties under the Ontario Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Occupational Health and Safety Act, Council policies; and to provide procedural advice and assistance to Council.

Position Requirements

Education

- University Degree in Engineering, preferably Civil Engineering
- Current Certification, in good standing as a Professional Engineer (P.Eng.)
- Master-level qualification preferred.

Experience and special requirements

- 5-8 years of experience in engineering including 5 or more years of senior management experience overseeing the administration of Infrastructure Services, including a Roads/Transportation department, water supply and distribution, sanitary sewage and treatment, preferably in a municipal or public sector environment.
- Experience developing and managing capital and operational budgets.
- Technical knowledge of the legislation and policies that affect Roads operations, including familiarity with the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act, Occupational Health & Safety Act, municipal law, insurance and labour relations
- Excellent interpersonal and communication skills with the ability to interact courteously, diplomatically and tactful with employees, officials, members of the public and members of Council.
- Broad range of experience in a variety of areas including all disciplines of Civil Engineering, fleet procurement and management, and computer applications to engineering and management.
- The ability to develop clear goals and objectives for all Business units under the Infrastructure Services Department, and an effect leader with the ability to build strong teams
- Strong organizational skills to ensure proper work planning and scheduling as well as the ability to expedite issues to promote effectiveness and efficiency.

- There is a requirement to be continually productive, to meet deadlines and manage a number of requests and situations at one time. Intense concentration is often required conducting financial analysis with compulsory detail and high levels of accuracy.
- Experience with bids and tenders.
- Proven experience in presenting to Council and writing Council reports. A professional business-like manner and good listening skills are essential in the role.
- Create and maintain contacts within the municipal industry are essential, particularly from neighbouring municipalities & at the County level.

Applications will be accepted until Friday, July 5th, at 4:00pm at HR@Erin.ca.

The foregoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.