



Employment Opportunity

The Corporation of The Township of Conmee is seeking a Full Time position:

NEW POSITION – Manager of Infrastructure and Operations

Reporting to the CAO and Council, the Manager of Infrastructure and Operations manages the day-to-day operations of Roads, Landfill, Cemetery and Public Facilities. The Manager plans, co-ordinates, monitors daily operations and ensures supervisory and safety components are being met. The Manager will respond to public inquiries on a regular basis. The Manager is required to be on-call and work extended hours as required and dictated by weather and or emergency events.

Minimum Qualifications:

- A minimum of five (5) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of unionized staff and the administration of employment policies.
- An excellent knowledge of road infrastructure and maintenance activities.
- A working knowledge of GIS software
- Knowledge of Municipal Asset Management Plans and the ability learn City Wide Solutions Software.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, Ontario Health and Safety Act, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act and other Acts that may be relevant to the position.
- A demonstrated knowledge of CVOR record keeping and renewals.
- Excellent knowledge of roads department processes, procedures, policies, directives and guidelines.
- Thorough knowledge of equipment, vehicles and materials used in roads programs and services.
- Knowledge in municipal department budgeting and budget to actual monitoring.
- Must have excellent verbal and written skills and be proficient in report writing.
- Must be willing to fly and travel to the Ontario Good Roads Association (OGRA) Conference and other relevant training opportunities.
- Excellent supervisory skills and competence in the interpretations and application of employment policies, regulations, acts, guidelines and a Collective Agreement (CUPE).
- Have demonstrative knowledge in creating new policies for Council approval.
- Must be innovative, organized and possess leadership qualities.
- Must be proficient and have experience with Microsoft Office and databases.
- Flexible, adaptive and responsive to change.

Preferred Qualifications:

- Valid "DZ" Driver's License for the Province of Ontario
 - A post-secondary education in Civil Engineering or a related field.
- Salary will commensurate with experience and skills.

A practical computer test will be provided to all potential candidates. Prior to final selection for this position, the candidate shall be required to provide, a Background Check from the OPP or appropriate Police Force and Driver's Abstract.

A job description can be found at www.conmee.com

This is an open call for applications until the position has been filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

Employment Opportunity – Manager of Infrastructure and Operations
The Corporation of the Township of Conmee
19 Holland Road West, RR1
Kakabeka Falls, ON
P0T 1W0

Attention: Laura Bruni, Treasurer/Deputy Clerk or email conmeelaura@tbaytel.net

We thank all applicants for applying, but only those selected for an interview will be contacted. Personal information and supporting materials is used in accordance with the Municipal Freedom of Information and Privacy of Protection Act (MFIPPA). The Corporation of the Township of Conmee is an equal opportunity employer and as such encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups, women and men. The Corporation of the Township of Conmee hires based on the most qualified candidate for the position. If you are contacted by the Township of Conmee regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicant will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the HR department at 807-475-5229 to discuss alternative solutions.

JOB DESCRIPTION

POSITION TITLE: MANAGER OF INFRASTRUCTURE & OPERATIONS (MIO)

REPORTING RELATIONSHIPS:

The MANAGER OF INFRASTRUCTURE & OPERATIONS (MIO) reports to the CAO who reports directly to Council.

PURPOSE OF THE POSITION:

- To assist Council to plan an efficient, effective and sustainable transportation system including, but not limited to roads and bridges.
- To provide regular reports to the CAO regarding any issues that arise in regards to departments and facilities.
- To provide input in the annual budget.
- To direct and supervise all staff in the departments of roads, landfill, municipal complex and cemetery.
- To manage department operations in accordance with provincial/federal legislation, council policies and within approved budget guidelines.
- To provide quality customer service in responding to public questions, concerns or complaints as well as finding new and alternative ways to engage positive public engagement.
- To provide monthly newsletter information to the public.
- To maintain the value of the Municipality's investment in infrastructure.
- To manage and maintain the municipal fleet.
- To manage and maintain all municipal buildings, grounds and infrastructure.

SUPERVISION EXERCISED:

- The MIO will be responsible for all staff and assigned duties in the departments of public works, landfill, municipal complex and cemetery.
- Responsible for the evaluation of all staff under his/her jurisdiction.

RESPONSIBILITIES:

It is the responsibility of the Manager of Infrastructure & Operations (MIO) to ensure that all municipal roads, bridges, buildings, equipment, lands and facilities are safe and functional.

The MIO will ensure that all work and operations within the defined areas of responsibility are conducted in a manner that is consistent with the policies and directives issued by the Council and within the budgets approved by Council.

Within the designated areas of responsibility the MIO will:

- Develop and maintain infrastructure adhering to federal and provincial legislation including but not limited to the Occupational Health & Safety Act, Ontario Building Code, Municipal Act and related legislation.
- Coordinates activities, approve plans and oversee work provided by other agencies such as Hydro One, Bell Canada, Tbaytel, contractors, etc when they are working on rights of way or other property owned by the Municipality.
- Prepare annual and seasonal work plans, project work schedules, assigns duties to staff and monitors work to ensure assigned duties are performed with a view of quality, safety and efficiency of work and that each employee understands, accepts and is held accountable for the results of his/her job.
- Approves and reviews the accumulation of overtime and staff expenses.
- Ensures that time sheets and logs are correct and accountable.
- Ensures new and existing staff are properly trained.

- Recommends promotions, demotions, hiring and dismissals of department staff and conducts annual performance appraisals.
- Ensures Collective Agreements are followed.
- Ensures Roads and Landfill staff provide their annual vacation requests to the HR Manager by March 31st of each year.
- Prepares and recommends multi-year programs and budgets in order to sustain the value of the Municipality's investment in infrastructure.
- Ensures that policies and procedures relating to tendering, purchasing and related administrative controls are followed.
- Ensures that the public road system is regularly inspected and maintained and is proactive in dealing with problems or potential failure.
- Ensures that Facilities and Fleets are regularly inspected and maintained and is proactive in dealing with problems or potential failure.
- Support the development and implementation of the Municipal Asset Management Plan (AMP)
- Input and update data into GIS software and City Wide Solutions Software.
- Prepare reports to Committees/Council and keep the CAO apprised of all facility construction, capital projects and maintenance operations.
- Provide guidance and coaching to staff with respect to current municipal policies, provincial and federal legislation and other issues that may impact or change the methods and processes of conducting business.
- Oversee the preparation of the Departmental operating and capital budgets for presentation to the Treasurer and budget committee through the generation of reports and presentations.
- Ensures the Municipality is benefiting to the fullest extent from any funding or training initiatives available from the Provincial and Federal Government.
- Attend Council Meetings and Public Meetings as required by the CAO.
- Plan, organize, manage, control, integrate and evaluate the work of the Public Works Department.
- Prioritize and direct the work of projects to include quality and cost control as well as work closely with staff to coordinate project work.
- Oversee projects, including, but are not limited to, planning, implementation and design, schedules and budgets and regulatory requirements.
- Develop, implement, and monitor long-term plans, goals and objectives focused on achieving the Corporation's strategic plans and priorities.
- Provide feedback on projects managed by external agencies when necessary.
- Establish project schedules, prepare and communicate schedules and report on progress of internal project activities.
- Establish inspections and maintenance schedules for all buildings and playground.
- Establish project budgets, track and report on internal project expenditures.
- Seek grants and funding availability in conjunction with the Treasurer to ensure that eligibility, scheduling/ timing and implementation requirements are fulfilled.
- Ensure conformance to Ministry of Transportation (MTO), Ministry of Environment (MOE) and Ministry of Labour (MOL) policies and all other acts and regulations as necessary.
- Adhere to Ontario Health and Safety Act (OHSA) regulations and guidelines.
- Develop specification and bid documents for public works projects. Prepare calls for tender quotes, and proposals for material, service and equipment, inspect and control all purchases, tenders and contracts for prices, quality and quantity within the budget.
- Oversee the Landfill operations including garbage collection and recycle collection.
- Interpret and apply relevant codes and regulations.
- Prepare and update a five and ten year upgrading plan for public works and road operations including equipment replacement,
- Order, receive and keep an up-to-date inventory of material, supplies and equipment in accordance with the Township's purchasing policies and procedures,
- Authorize and approve all expenditures within budget constraints.

- Submit payroll time sheets to the Treasurer bi-weekly.
- Establish and maintain a safe work environment for all personnel.
- Establish and prioritize assignments for the departments of Roads, Landfill and Cemetery.
- Coordinate training and staff development opportunities.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Evaluate employee performance on an annual basis, work with employees to correct performance deficiencies and implement disciplinary procedures.
- Maintain good record keeping based on current municipal retention schedules.
- Maintain the Occupational Health & Safety Program to ensure requirements are met.
- Perform all other related duties as required.

SKILLS AND EFFORT

Job Requirements & Knowledge

- A minimum of five (5) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of unionized staff and the administration of employment policies.
- Possess hands on experience in a municipal setting and formal education and training in Public Works related matters such as road construction standards, levels of service requirements and similar fields of operation.
- An excellent knowledge of road infrastructure and maintenance activities.
- A working knowledge of GIS software
- Knowledge of Municipal Asset Management Plans and the ability learn City Wide Solutions Software.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, Ontario Health and Safety Act, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act and other Acts that may be relevant to the position.
- A demonstrated knowledge of CVOR record keeping and renewals.
- Excellent knowledge of roads department processes, procedures, policies, directives and guidelines.
- Thorough knowledge of equipment, vehicles and materials used in roads programs and services.
- Knowledge in municipal department budgeting and budget to actual monitoring.
- Must have excellent verbal and written skills and be proficient in report writing.
- Attend and conference and other relevant training opportunities.
- Excellent supervisory skills and competence in the interpretations and application of employment policies, regulations, acts, guidelines and a Collective Agreement (CUPE).
- Have demonstrated knowledge in creating new policies for Council approval.
- Must be innovative, organized and possess leadership qualities.
- Must be proficient and have experience with Microsoft Office and databases.
- Flexible, adaptive and responsive to change.

Physical Skill and Effort:

- Ability to handle physical demands.
- Ability to operate heavy machinery is an asset
- Ability to walk, climb and bend as necessary to investigate construction sites, bridges, drainage, etc.
- Possess or have the ability to obtain a "D" license with a "Z" endorsement is an asset.

Decision Making and Judgment:

- Judgement must be exercised in dealing with public concerns and when inspecting road construction projects to ensure that acceptable standards of quality and efficiency are achieved as well as when determining the priority of repair and construction relevant to road operations.
- Work is diversified and complex and involves developing solutions to problems for major functions.
- Regularly carries out complex tasks requiring a high degree of concentration and uses complicated analytical methods.
- Exercises coordination and control over operations and activities, establishes objectives, shapes and interprets policy and effects coordination on a wide scale.

Interpersonal Skills/Contact:

The incumbent is expected to possess good communication skills and strong interpersonal skills to liaise with a variety of municipal staff, management, Council and members of the public to provide information and promote good public relations.

WORKING ENVIRONMENT:

Environment:

- May work in adverse weather conditions
- Regular and frequent contact with the public, elected officials, other levels of government and the media.
- Regularly exposed to conditions of high stress including dealing with irate people, meeting tight deadlines and constant interruptions.

Control over Work Schedule:

- Required to work overtime and at unusual hours in order to handle public emergencies and poor weather conditions.
- Must be prepared to be “on call” and available to work as required to handle emergencies or meet deadlines.
- Regularly attend meetings such as Council Meeting, Public Meetings or Committee Meeting.
- Must be willing to fly on Commercial Airlines to attend conferences/training.

Other duties as assigned by the CAO and Council.