



**Township of Adjala-Tosorontio
Is seeking a permanent full time**

Director, Infrastructure & Development

The Township of Adjala-Tosorontio is located immediately north of the GTA, at the Southwest border of Simcoe County. Our population is approximately 11,000 people and offers rural living with proximity to urban amenities.

Reporting to the Chief Administrative Officer, the Director, Infrastructure & Development is an integral member of the Township's Senior Management Team. We are seeking an individual who possesses exceptional technical knowledge and skills related to the position, but also a high degree of tact and good judgement. They will require the ability to carry out complex tasks requiring a high degree of concentration and the use of complicated analytical methods to resolve issues.

The Director will facilitate all aspects of the department which includes, but is not limited to, roads, bridges, parks facilities, cemeteries, buildings, municipal fleet and equipment, and drains. The Director is responsible for the operation and maintenance of the municipal water and wastewater systems operated by contractors (currently OCWA).

The key duties include but are not limited to: Providing advice to the CAO, Council, staff and residents on matters affecting the Department. Preparing and monitoring the Department's operating and capital budgets. Monitoring water and wastewater upgrades and repairs as suggested by the contracted Operating Authority for compliance with the approved budget. In collaboration with the Building and Planning Department, liaising with developers to ensure Conditions of Draft Plans are fully satisfied, plans are prepared to meet the Township's requirements and Development Agreements are prepared to ensure a competent development process and satisfactory completion. Oversees operation and maintenance and emergency repairs for Municipal water and wastewater systems, ensuring compliance with all Provincial regulations, Environmental Compliance Certificates, Licences and Permits. Complies with the Municipal Licences and Permits for the operation of the water and wastewater systems. Responsible for the renewal of permits to take water, environmental compliance approvals applications and the certificate of accreditation for the operation of the Municipality's water systems. Liaison of inspections for water systems as required with the Ministry of Environment, Conservation & Parks (MoECP). Manages Municipal parks system and buildings for maintenance, inspections and repairs of equipment. Manages the creation of new parks and the installation of new equipment. Liaises with contractors. Develops and maintains schedule for replacement of Fleet and equipment. Responsible for creating and presenting reports to Council for Roads, Water and Wastewater Systems, Parks and Facilities, Cemeteries, Drainage and Building Maintenance. Oversees updates to and maintenance of the Asset Management Plan (AMP). Manages entrance and fill permits.

Qualifications:

- University degree in Civil Engineering with a P.Eng. designation or equivalent professional background and qualifications.

- Five years or more of relevant experience is required, preferably within the Municipal environment.
- Superior knowledge of municipal services, particularly roads, construction and maintenance, fleet and equipment, wastewater, stormwater and drinking water.
- Leadership skills and the ability to interpret and apply departmental policies, procedures and contractual agreements.
- Extensive knowledge of Provincial regulations for the operations of Municipal Water and Wastewater Systems. Conversant with the SWDA, CWA, OWRA, EPA, EAA, MA, etc.
- Certification for a Class 3 Water Distribution and Supply Subsystem and Class 1 Wastewater Treatment Licence would be an asset.
- Excellent oral, written and presentation communication skills.
- Thorough knowledge and computer proficiency in Microsoft Office products (including Outlook, Word, Excel and PowerPoint), as well as CityWide software or other municipal software programs.

Conditions of Employment:

- Valid Ontario Class “G” Driver’s License in good standing
- Satisfactory Criminal Record Check will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

Salary is \$87,735.82 to \$109,669.78 (2021) annually, plus a comprehensive employee benefit plan.

Interested applicants are invited to submit a cover letter and resume by May 10, 2021 to HR@adjtos.ca

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.