

THE CORPORATION OF THE TOWN OF COCHRANE

Job Title: Director of Infrastructure Services

Reports To: Chief Administrative Officer (CAO)

Status: Permanent Full-time

Salary: \$114,830 to \$129,243 with Benefits and Defined Benefit Pension

Work Location: Cochrane, Ontario

Who we are: The Town of Cochrane is a progressive and growing municipality in northeastern Ontario with a population of approximately 5,500. It employs approximately 65 full-time permanent employees, and another 30-40 part-time or temporary employees. www.cochraneontario.com

Position Summary: The “Director of Infrastructure Services” is responsible for the overall management of municipal operations and infrastructure including roads, bridges, three landfills, airport, waste and recycling systems, municipal drinking water system and two wastewater systems. The Director provides technical expertise and practical knowledge in the decision-making process of the department and ensures that the daily operations and maintenance programs are safely and efficiently performed by managing and coordinating departmental supervisors and staff. This position is accountable for controlling and coordinating the overall functions of the departments as well as outside consultants and contractors working for the Department. The Director recommends and implements multi-year capital work plans in conjunction with the overall budget, goals and objectives of Council.

Responsibilities:

- Under the administrative direction of the CAO, directs and supervises the activities of the Town’s Operations and Infrastructure department including but not limited to road maintenance and reconstruction, winter control operations, ditching, bridges, culvert and roadside maintenance.
- Coordinates Department operations with other Town departments and outside agencies as necessary.
- Determines appropriate courses of action which may involve directing staff to schedule new or varied work programs, making recommendations for efficiency enhancements for consideration during budget preparation and preparing reports regarding department activities.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
- Represents Operations and Infrastructure Department in relations with the community, advisory committees, local, or Provincial agencies, other public works agencies, and professional organizations.
- Establishes and maintains effective and cooperative working relationships with staff, the management team, community groups, governmental bodies, Council members, the media, and the public.
- Ensures that the Towns drinking water system and wastewater systems are operated efficiently, effectively and in compliance with the applicable certificate of approval, permits and relevant Provincial regulations and legislation.
- Administers all requirements of the Safe Drinking Water Act, Drinking Water Quality Management Standards, SWSS Act and other relevant provincial or federal initiatives.
- Represents the Town during all MOE inspections or meetings.

- Open to change, with a learning attitude towards work and team contributions.
- Exercises judgment and uses discretion in relaying information for the better of the organization.
- Motivate and guide colleagues to work towards the departmental and the Town's common goals and vision.
- Ensures the accurate and timely submission of all reports required by the MOE, Town Council and/or the CAO.
- Responds to requests for water servicing from developers and/or citizens.
- Administers and is active in the area of the source water protection in accordance with the source water protection study and the ground water study.
- Makes effective oral and written presentations and communicate effectively with Municipal Council and the management team.
- Responsible for the management and maintenance of all municipal buildings and plants under the department umbrella.
- Responsible for fleet management of all vehicles.
- Organizes, directs, schedules and supervises staff with an emphasis on safety and fostering a high-quality efficient delivery of services for our rate payers.
- Assists in developing the team to their maximum potential.
- Evaluates and coordinates training requirements for department.
- Reviews and evaluates work methods and procedures, as required.
- Develops and implements goals, objectives, policies, procedures, schedules, and work standards for the department.
- Oversees grant applications/funding opportunities, bid documents, RFPs, Tenders for purchase of services and goods.
- Addresses citizen complaints and service requests.
- Advises and supports the CAO and Municipal Council.
- Attends Management meetings as scheduled.
- Acts as a member of the senior management team.

Education/Experience:

- University degree in Civil Engineering or Civil Engineering Technologist with a designation is preferred.
- 5 years increasingly responsible management experience involving infrastructure operations, including three years management and administrative experience in municipal services and utilities.
- Demonstrated experience with Ministry inspections and an in-depth knowledge of all relevant legislation, policies, by-law and regulations is required.
- 3 years of experience directing and managing staff within a unionized environment.
- Experienced in the administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
- Well versed in current principles, practices, and techniques of municipal public works construction and operation, including streets/roads, and storm water management and drinking water and wastewater systems.
- Experience managing Engineering, GIS and Asset Management Programs (Life Cycle Cost

Analysis, Risk Analysis, Condition Assessment and Useful Life).

- Experienced in surveying (Level, Total Stations and GPS units) and AutoCAD.
- Vision oriented, possess strong leadership and interpersonal skills and has a genuine belief in the value of public participation.
- Demonstrates the proven ability to develop credibility and work effectively with elected officials, employees and external stakeholders.
- Excellent human resource management, administrative and organizational skills.
- Extensive knowledge of municipal public works planning, design, maintenance, and construction.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations.
- Thorough knowledge of municipal organizations, administration and budgeting processes.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated knowledge of applicable local, Provincial and Federal laws, by laws and regulations.
- Ability to comprehend and interpret policy and procedure manuals, construction plans and record drawings.
- Knowledge of asphalt, concrete, soil and aggregate testing methods and procedures.
- Ability to plan, direct and integrate broad, comprehensive public works programs and activities.
- Competency in analyzing complex public infrastructure maintenance issues and problems and the ability to evaluate alternative solutions and develop sound conclusions, recommendations and course(s) of action.
- Knowledge of all and compliance to all safety regulations pertaining to the work of the department.
- Computer proficiency in standard Microsoft business applications.
- Outstanding interpersonal skills and the ability to deal effectively with rate payers.
- Minimum valid G driver's license.
- Valid and satisfactory Criminal Record Check.
- Ability to work extended hours as required.

How to apply: Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to HR@cochraneontario.com by 3:00 p.m. on Friday February 9th, 2024. Please write "Director Infrastructure Services" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you need accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.