

THE CORPORATION OF THE TOWN OF COCHRANE

JOB DESCRIPTION

Job Title:	Manager of Infrastructure Services
Department:	Infrastructure Services
Employee Group:	Management
Immediate Supervisor:	General Manager Community Services/Deputy Chief Administrative Officer (CAO)
Salary and Benefits:	\$117,127 to \$131,828 with Health and Wellness Benefits and a Defined Benefit Pension
Hours of Work:	Normal hours of work of 40 hours per week with office hours from Monday to Friday – 7:00 a.m. to 3:00 p.m. Required, on occasion to work outside of the normal hours of work, including evening Council meetings.

Job Summary

The Manager Infrastructure Services has the management responsibility of the municipal Infrastructure Department including roads, bridges, three landfills, airport, waste and recycling systems, municipal drinking water system and two wastewater systems. The Manager recommends multi-year strategies and capital work plans in line with overall budget, goals and objectives of Council. The Manager provides technical expertise and practical knowledge and ensures that the daily operations and maintenance programs are efficiently performed by managing and coordinating departmental supervisors and staff, as well as outside consultants and contractors working for the Department.

Management Responsibilities and Accountabilities

- Directs and manages the operations and maintenance of roads, bridges, three landfills, airport, waste and recycling systems, municipal drinking water system and two wastewater systems.
- Develops, recommends and implements long term plans for operational and capital improvements for all areas of responsibility of the department.
- Identifies infrastructure priorities and challenges and develops a variety of Departmental strategies, goals and objectives for review and approval by the General manager/Deputy CAO, CAO, and Council.
- Develops, implements, monitors and evaluates the various departmental workplans developed based on approved corporate strategies, goals and objectives established for each area of service.
- Develops, implements and monitors departmental measures to assess quality and effectiveness of services and communicates results.

- Develops, implements and monitors impact of a Customer Service Strategy, ensuring an efficient process is in place to respond and resolve all customer service concerns in a timely and effective manner.
- Recommends budget, the prioritization and allocation of departmental funding and investigates new opportunities for other revenue opportunities to meet the strategic, corporate priorities.
- Reviews, develops, revises and monitors policies, procedures and standards in respect to ensuring the municipality meets all legislative, regulatory and municipal standards regarding services provided by the Department or its contractors.

Operational Management

- Manages Engineering, GIS and Asset Management Programs (Life Cycle Cost Analysis, Risk Analysis, Condition Assessment and Useful Life) and other risk management issues.
- Presents and provides advice and guidance on plans and strategies related to engineering studies and new or pending legislation and regulatory guidelines.
- Responsible for tender/bids preparation and the administration for various projects such as construction of roads or road repairs, bridges, etc.; equipment purchases and building maintenance and facility upgrades.
- Makes recommendations on the hiring of consultants and contractors to assist with and undertake major department projects and studies as required.
- Monitors the work of consultants and contractors and oversees the administration of agreements in accordance with contractual agreements, Municipal bylaws, policies and procedures and established safety and risk management standards.
- Identifies and tracks best practice and trends in the field of operations as well as maintenance of roads, distribution systems and municipal compliance.
- Represents the Department at public openings of various tenders, contracts and RFP's, ensuring all submitted contracts meet the specified requirements; meet with suppliers to evaluate products/services, negotiate regarding terms, contract extensions and dispute settlements.
- Coordinates Department operations with other municipal departments and outside agencies as necessary.
- Represents the 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.
- Ensures the accurate and timely submission of all reports required by the MOE, Town Council and/or the General Manager/Deputy CAO and CAO.

- Responds to requests for 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 communicates 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.
- Advises and supports the General Manager/Deputy CAO, CAO and Municipal Council.

Administration and Human Resources

- Participates as a key member of the Management Team and champions the corporate mission, vision and values.
- Provides input into the development of strategic plan and participates in development of human resource strategies and organizational planning.
- Provides advice and monitors the interpretation and application of human resource policies and procedures.
- Recommends the hiring of new employees, on boarding, training and development, manages performance, disciplines and recommends termination for department staff
- Coaches, counsels and motivates staff to establish and maintain a team approach to service.
- Reviews and recommends changes to departmental structure and jobs.
- Ensures the development, implementation, training, coaching of staff to achieve good health and safety practiced in the municipality and monitors the same in accordance with provincial legislation and municipal H&S policy.
- Prepares a variety of reports, statistical information, forms, financial records, regulatory reports, Ministry reports, and/or reports for Council.

Skills and Knowledge

- Post secondary degree/diploma in related field, in the area of road construction, maintenance, engineering, civil or environmental engineering.
- Membership in PEO or OACETT preferred.
- Working knowledge related to Ministry of Transportation, MMAH, TSSA, Municipal Act, MOE, MOL, OH&S, WHIMIS, Safe Drinking Water Act, WSIB, Health and Safety, wastewater, fuel, electrical.
- GIS and AutoCAD experience.
- Certified Roads Supervisor (CRS) or ability to obtain.
- CMO Accreditation or ability to obtain.
- 5 years increasingly responsible management experience involving infrastructure operations, including three years management and administrative experience in municipal services and utilities, including planning, design, maintenance and construction.
- 3 years of experience managing staff within a unionized environment.
- Experience in the administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, and contract evaluation and administration.

- Good understanding of road construction and maintenance, ditches, bridges, drainage, storm water, storm water management.
- 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.
- Understanding of managing drinking water and wastewater systems.
- Strategically oriented, possesses strong leadership and interpersonal skills and has a genuine belief in the value of good customer service.
- Demonstrates ability to work effectively with elected officials, employees and external stakeholders.
- Experience in overseeing contracts and contractors and project management.
- Good human resource management skills, administrative and organizational skills.
- Ability to communicate effectively both verbally, in writing and making formal presentations.
- Ability to comprehend, interpret and/or develop policy and procedure manuals, standards, construction plans and record drawings.
- Knowledge of and ability to implement Health and Safety and risk management legislation, regulations and municipal requirements pertaining to the work of the department.
- Computer proficiency in related Departmental software.
- Outstanding interpersonal skills and the ability to deal effectively with rate payers.
- Experienced in surveying (Level, Total Stations and GPS units) and AutoCAD.
- Minimum valid G driver's license.