



Competition No:	2022-32	Employment Type:	Full-time
Close Date:	May 6 th , 2022 at 4:00 p.m.	Duration:	Permanent
Position Title:	Manager of Infrastructure Planning	Salary Range:	\$88,353 - \$99,442 based on qualifications and experience
Department:	Operations	Hours of Work:	40 hrs/wk

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Manager of Infrastructure Planning** to join our team.

Under the general direction of the Director of Operations the incumbent is responsible for fostering an understanding of infrastructure planning that impact the City of Selkirk, its residents and property owners. The incumbent oversees the delivery of the Capital Asset Management Program, GIS requirements, Surveying and Infrastructure requirements and Capital Replacement Planning for the City.

Job Duties

1. Leadership & Employee Development

- In consultation with the Director establish annual goals and objectives for the Division.
- Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
- Manages appropriate succession and training plans and ensures employees are correctly developed to perform their duties.
- Influences and inspires others to achieve goals and objectives.
- Leads others in adapting to innovative work environments and ensures awareness on Department initiatives, decisions, committees, policies, etc., is communicated.
- Communicates and guides others to understand delivery of effective services and achievement of objectives and interpersonal relationships.
- Promotes productive employee relations while guiding and coaching employees, supervisors, and other managers.
- Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.
- Direct, administer and monitor all work assignments, equipment, and inventory supplies within the Division, including the maintenance of records of daily time, preparation of time for payroll and to ensure the efficient and effective provision of services to other Departments and Divisions.
- Undertake the annual employee evaluations of personnel in the Division and recommend training and development programs for personnel.

2. Administrative Management

- Prepare such reports, policies, procedures and programs for accomplishing approved objectives including the development of methods, standards, scheduling and reporting systems for the effective delivery of Municipal Services by the Division.
- Participate as a member of the Departmental Management Team. Responsible for the Division's committee meeting agendas and attending meetings as required.
- Participate in the hiring process for personnel within the Division as per the City's hiring policy.

- Direct work assignments of contractors hired within the Division and monitor the completion of all assignments as per the contract document.
3. Infrastructure Planning
- Lead all City Departments on long term capital planning and assist with the implementation of those capital projects.
 - Provide technical expertise and guidance to senior management and Council to ensure the City is meeting the present and future infrastructure needs of the community
 - Assist all City Departments on project management practices and principles including leading projects that are related to the Division.
 - Plan and monitor specific projects of varying size and complexity by defining project scope, goals, resources, roles, and deliverables that support business goals in collaboration with senior management and stakeholders.
 - Oversee the City of Selkirk's Capital Asset Management Program and ensure the adherence to all relevant policies.
 - Assist all City Departments in the annual maintenance and operating determinations for each service area.
 - Actively seek funding opportunities including grant sourcing/application in relation to capital infrastructure projects.
 - Oversee the Infrastructure Planning Division and ensure all staff are performing job duties as required.
4. Financial Management
- Prepare and submit the Division's annual Operating Budget to the Department Head as well as to monitor and control all Division expenditures and revenues.
 - Prepare, track, and monitor financial valuations of all city capital assets and conduct comprehensive financial analyses and projections as needed.
 - Work co-operatively with the Finance Department to prepare the city's Tangible Capital Asset Schedule and the five-year capital budget for financial reporting purposes.
 - Lead all City Departments on tendering and RFP's of all capital assets.
 - Advise and undertake the purchase of equipment, tools, and supplies for the Division in accordance with the City of Selkirk Procurement and Tendering Policy.
5. Exceptional Citizen Service
- Ensure the efficient and effective provision of services to Citizens and respond to inquiries from the public.
 - Assist Citizen*Support* Representatives by providing essential information to efficiently respond to citizen inquiries.
 - Provide a vibrant, safe, and healthy community, by researching all matters impacting upon the provision of infrastructure planning within the community and to assist in the preparation of long range and short-term planning.
 - Respond to all inquiries from Senior Management.
 - Work co-operatively with all City Departments and personnel to support Corporate initiatives.
6. Safety and Emergency Management:
- Act as a member of the EMO Team and provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
 - Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Division.

7. Capital Asset Management Program
 - Understand and comply with the City's Capital Asset Management policies.
 - Oversee the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
 - Develop and maintain a preventative maintenance program for all assets in the Division.
8. To perform other related duties as assigned.

SPECIFICATIONS/QUALIFICATIONS

Education, Knowledge and Experience

Minimum Requirements shall include:

- Successful completion of Diploma or Degree from a recognized post-secondary institution in Municipal Engineering or related discipline or equivalent combination of education and experience in a related field may be considered.
- Minimum of 5 years directly related experience with increasing responsibility, preferably in a municipal environment.
- Certificate in Asset Management
- Experience in management and supervision of staff preferably in a municipal or unionized environment.
- Demonstrated ability to exercise good judgement, sound decisions and strategic thinking skills in order to advance projects forward, come up with practical solutions and implement results and deliverables.
- Experience with GIS and Asset Management software considered an asset.
- Possession of a valid Class 5 Manitoba Driver's License
- Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology as required
- Valid First Aid and CPR Certification
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions
- Experience providing exceptional customer service
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts

Desired qualifications:

- Relevant Master's Degree
- C.E.T. designation in Municipal Engineering

COMMENTS:

Applications will be accepted until May 6th, 2022 at 4:00 p.m. Interested individuals are to specify position being applied for and attach their resume with a cover letter listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

For a copy of the full job description please visit our website, myselkirk.ca.

The City of Selkirk is dedicated to building a workforce that reflects the diversity of the community we serve. We are an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the [Contact Information](#) section of this posting.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.