



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Senior Infrastructure Program Analyst

Posting Number: 004051

Department: Economic and Development Services Department

Branch: Engineering Services

Location: City Hall

Eligible for Hybrid Work: Yes

Posting Start Date: 2023/02/16

Posting End Date: 2023/02/27 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 13, \$42.75 - \$50.29

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Infrastructure Planning, or designate, be responsible for overseeing the City's tactical asset management of linear infrastructure and assist in the development and implementation of business management practice of infrastructure management within the corporation. The City of Oshawa strives to provide an

environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Responsibilities

Duties include:

- Overseeing and providing guidance and direction to staff
- Planning, organizing and scheduling work tasks, section resources and projects
- Developing, organizing and presenting tactical capital and operating budget for asset renewal and replacement
- Funding & control, tracking, coordinating, ensuring compliance, performance monitoring/auditing, cost benefit analysis and forecasting/prediction
- Conducting and/or oversee research into various market trends to collect and analyze impacts on current and future projects and programs
- Preparing technical reports and assisting with preparation of Committee and council reports
- Oversee analysis and develop recommendations to support decision-making related to project costs
- Assist and provide guidance in the development and implementation of infrastructure management policies
- Respond to inquiries from internal and external stakeholders
- Liaison with other departments and branches
- Responding to inquiries and complaints

Requirements

- Demonstrated knowledge and skill associated with completion of a degree (4 years) in a technical/engineering/finance or related field of study (including but not limited to engineering, economics, public administration, geomatics, finance) plus five (5) years of relevant experience, preferably in an engineering/public works environment, or have an equivalent combination of education and relevant experience
- Established PC skills and experience in using relevant software applications (i.e. MS Office Suite, GIS, Database)
- Demonstrated leadership and supervisory abilities to provide direction to staff
- Ability to communicate courteously and effectively, both orally and in writing, with staff, consultants, vendors and the general public; proven supervisory abilities
- Excellent interpersonal, conflict resolution, organizational, technical, analytical and mathematical skills
- Demonstrated ability to work on own initiative in order to meet deadlines.
- Able to work under pressure
- Certified Engineering Technologist (C.E.T.) designation or suitable industry equivalent is preferred
- Engineering design/Project Management/Asset management experience is preferred

- Possession and maintenance of an Ontario Driver's Licence, minimum Class "G"

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Judicial Matters Search.

Please apply online at: <https://oshawa.jobs.net/en-CA/search>

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.