



DIRECTOR OF INFRASTRUCTURE SERVICES

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit.

With a combined operational and capital budget of approximately \$96M and close to 600 permanent, part-time and seasonal staff, the Town is committed to meeting the needs of its residents and business community by delivering efficient and effective services.

Inspire the Future

Reporting to the Deputy Chief Administrative Officer, this position will oversee the newly created Infrastructure Services department which includes Transportation Services, Wastewater, Water, Compliance, Drainage, Asset Management and Capital Projects.

You will use your strong leadership, technical and financial skills to guide the Town through interesting and challenging projects as we grow and transform our community. In addition to leading your respective departments, you will instill corporate values and strategically tie your departments to the municipality's strategic goals and objectives.

Working with your staff, stakeholders and business partners, you will provide information on emerging policy and relative professional and departmental issues as well as options and recommendations enabling the municipality to make informed decisions on behalf of the community.

Key Accountabilities

- Provide advice in the development of strategies in order to deliver high quality programs and services for a growing community with evolving maintenance and operational requirements.
- Conduct infrastructure needs assessment, preparing long term and annual business plans to maintain existing infrastructure and accommodate growth.
- Oversee the annual operating and capital budgets and long-range forecasts for the department.
- Monitor the administration of the approved budget including authorization and monitoring of expenditures.
- Oversee capital works projects including works undertaken by land developers including making recommendations on the hiring of consultants/contractors.
- Manage the Asset Management Plan and prepare long term and annual business plans necessary for maintaining the integrity of existing infrastructure and accommodating growth.
- Manage overall performance according to key performance indicators and seek and implement operational efficiencies that enhance overall service delivery and customer service.
- Prepare reports and recommendations and attend Council, Council/ Committee, community and other public meetings, as required.
- Regularly review, assess and report on departmental measures and performance required under the Provincial Municipal Performance Measurement Program (MPMP); and devise and recommend strategies for performance enhancement.
- Manage overall performance according to key performance indicators and seek and implement operational efficiencies that enhance overall service delivery and customer service.

Ideal qualifications

- **Education:** University Degree in Civil Engineering or equivalent combination of education and experience. Ideally, licensed to practice professional engineering by Professional Engineers of Ontario (PEO); we will however consider candidates with a CET designation.
- **Management and Leadership:** Eight (8) years of demonstrated progressively responsible leadership experience in the municipal sector including supervisory experience of unionized staff.
- **Infrastructure Experience:** Significant municipal infrastructure technical knowledge and experience in a range of disciplines including Wastewater, Water, Asset Management, Capital Projects or Transportation.
- **Strategic and Operational Experience:** Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner and plan, prioritize and balance multiple responsibilities, and shifting priorities successfully in a political and community service environment.
- **People Leadership:** Ability to lead, coach and mentor staff while promoting a culture of inclusiveness and working with a diverse population of employees, agencies and the public.
- **Legislation and Specialized knowledge:** Knowledge of the Ontario Municipal Act, Planning Act, and specific related legislation of building and engineering regulations.
- **Technical skills:** Demonstrated proficiency with information technology including Microsoft Office Suite.
- **Communication Skills:** Exceptional oral and written communication skills for providing strategic advice, preparing reports, presenting proposals, and delivering recommendations to Council and executive-level staff.

Key Benefits of working at Bradford West Gwillimbury

Flexible work policy, , a growing community with many housing options, access to healthcare, education, recreation, and cultural activities in a vibrant community setting.

The position offers a salary range of \$155,765 to \$194,707 (2024 rates) based on a 35-hour workweek plus a competitive benefit package.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **July 4th, 2024**, to careers@waterhousesearch.net quoting project **BWG-INFRA**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description and full information package please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

Other Considerations

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection.

The Town of Bradford West Gwillimbury and Waterhouse Executive Search are committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury and Waterhouse Executive Search are committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.