



Director, Infrastructure

A customizable incentive package, valued at up to \$20,000, is available for this role. This is in addition to our comprehensive salary, benefits and perks!

A career at the Town of Collingwood is more than a job; it's a pathway to thrive. Here, you'll be part of a leading-edge team that drives progressive, accountable, and sustainable decisions. In Collingwood, we are committed to building a vibrant community through our lively downtown, extensive waterfront, and rich cultural heritage.

If this resonates with you and you're passionate about creating meaningful community impact, then read on!

The Opportunity

As the Director, Infrastructure, you are at the helm of a forward-thinking Department, where there is recognition that Environmental Management, Conservation and Sustainability through managing, mitigating and improving environmental impacts better serves the community today and for the future. The Department also prioritizes community mobility to provide integrated, safe and accessible movement of people and goods across multiple modes of transportation (e.g., active, transit, cars, etc.), collaborating with other relevant parties to provide services which leverage the assets, services, and capabilities of the Town to best deliver on the Town's Vision and Master Plans. Reporting to the Chief Administrative Officer (CAO), you will be instrumental in Growth Planning, Development Management, Asset Management, and Capital Projects Delivery related to Roads & Active Transportation, Stormwater Management, Wastewater, and Water Treatment & Distribution. The Director also is accountable for Minor Capital Projects Delivery and Operations & Maintenance for these services.

What You Will Do

- Deliver the services in the department's portfolio, including operational and capital projects. Ensure that projects and delivery are well-managed and in line with corporate policies, including customer service, procurement, contract administration, and payment of accounts
- Liaise with staff, elected officials, various government/agencies, legal counsel, consultants, community/special interest groups/agencies, ratepayers, and developers on matters relating to departmental projects and operations
- Ensure that Customer Service for the department is delivered to standard, including through ServiceCollingwood channels.
- In collaboration with the Director of Planning, Building & Economic Development, accountable for and oversight of the development of the Town's water and wastewater allocation program, which includes the allocation process for water and wastewater capacity for future development in the Town, and accountable for

the program's implementation as it relates to the supply of clean drinking water and wastewater treatment.

- Oversee the management and retention of departmental staff including engagement, performance goals and evaluation, training and development formulation and authorization, discipline, health and safety, and promotion/transfer/termination decisions.
- Prepare reports, make recommendations/presentations, and attend Council/Committee, Department Heads, and other meetings of the Corporation as required.
- For the services in the department's portfolio, lead the preparation of Department Master Plans, and implement these through growth planning, asset management planning, annual operational planning, and proposal of, forecasting and reporting on capital and operating budgets.
- Identify and participate in Regional Planning Initiatives that expand or enhance effective and efficient service offerings.
- Develop, monitor, and revise departmental bylaws, public and internal policies and procedures, service levels and standards/performance measures, risks, administrative processes, and statistical/informational requirements.

Skills and Experience

- Thorough working knowledge of roads/structures/water/wastewater modeling, design, construction and maintenance management, budget formulation, government grant programs, applicable legislative/regulatory standards, labour relations principles and practices, municipal government functions/responsibilities, and health and safety practices.
- Thorough knowledge of applicable legislation such as TSSA Liquid Fuels Handling Code, MEA Municipal Class EA Guidelines, Ontario Structural Inspection Manual, NVCA Regulatory Area Mapping, Municipal Act, OPSS Standards & Specifications, Ontario Highway Traffic Act, MTO Highway Design, MOE regulations, MOT regulations, Ontario Health & Safety Act, Ontario Clean Water Act, Development Charges Act, Planning Act, etc.
- Excellent administrative, communication, interpersonal, organizational, time management, analytical, problem-solving, report writing, inspection, project management, supervisory/leadership and public relations skills,

Qualifications

- Degree in Civil or Environmental Engineering or related discipline.
- Professional designation in engineering (e.g., P. Eng)
- Ten (10) years of comprehensive related experience with a minimum of seven (7) years at a senior management level with a municipality in the engineering, public works, or water/wastewater field and experience in a unionized environment.

- Demonstrated success in leading cohesive and motivated teams to meet corporate goals, objectives and initiatives.
- Valid Class “G” driver’s license and current Driver’s Abstract with results satisfactory to the Employer. Ability and willingness to travel within the community as required.
- Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

What We Offer

- **Comprehensive benefits and perks:** We offer a diverse range of benefits that cover health, dental, and family assistance, as well as membership in the OMERS pension plan for a secure future.
- **A place to excel:** We don’t just support ambitions, we cultivate them. With paid training opportunities, we help shape the skills that are essential to your professional development.
- **A collaborative and supportive team:** We foster a dynamic culture that thrives on the spirit of collaboration. We encourage open communication, value diverse perspectives, and celebrate the strength that comes from teamwork.
- **A fulfilling career:** We understand that job success is rooted in personal well-being and balance. Our dynamic work environment allows you to excel professionally while also being part of the vibrant, adventurous community that is uniquely Collingwood.

Why Collingwood

Located north of Toronto and nestled along the shores of Georgian Bay, Collingwood is a thriving community known for its stunning natural beauty, year-round outdoor recreation, and welcoming community. It offers the ideal blend of small-town charm and modern amenities, including a vibrant downtown that boasts world-class shops, restaurants, and cafes.

Collingwood’s ongoing commercial and residential growth makes it the ideal place to flourish personally and professionally.

Other Important Information

Normal hours of work are thirty-five (35) hours per week. The annual salary range is \$135,499.00 to \$164,637.20 (\$74.45 to \$90.46 per hour).

If building a stronger, more connected community inspires you, we want to hear from you! The Town of Collingwood is using an external agency, BrightMatter HR, to recruit for the Director, Infrastructure (Full-Time) position. To review the full job posting and learn how to apply **by October 22, 2024**, visit

<https://brightmatterhr.bamboohr.com/careers/41?source=aWQ9MTk%3D>.

We thank all applicants for showing interest in joining our team. Please note only candidates selected for an interview will be contacted directly. We look forward to your application!