



Manager, Special Projects
Permanent Full-Time
J0924-0066

The Town of New Tecumseth is looking for a Manager, Special Projects to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Under the direction of the Director, Engineering and Development, the Manager, Special Projects Engineering is responsible for leading a team of Engineering Staff who are responsible for the identification, initiation, review, tendering and construction of special Municipal Infrastructure projects and review and processing of special development applications, following their planning approvals through to assumption. The Manager supports the Branch in the completion of special projects and studies from commencement to final completion and in the review and approval of the development engineering components of special development applications. In consultation with the Town Solicitor, drafts, reviews, and administers development agreements and provides related oversight of infrastructure construction, completion, and securities. Interactions with Stakeholders take place on a continuous basis to provide guidance, clarification, and direction to ensure the timely and successful completion of projects. Assists and supports the Department in the completion of corporate initiatives.

How you contribute to our organization:

- Leads a team of Engineering Staff who are responsible for the identification, initiation, review, tendering and construction of special Municipal Infrastructure projects from commencement of project/proposal to final completion. This includes the contract administration, supervision and field inspection associated with the projects. Also, for the review and processing of special development applications, following their planning approvals through to final release of securities and assumption. The Manager supports the Branch in the review and approval of the development engineering components of special development applications.
- Oversees the branch in undertaking studies to identify infrastructure needs of the Municipality to ensure the appropriate Municipal Class Environmental Assessment process is followed and ensures external submissions and internal circulations for special development applications are reviewed to meet compliance with applicable guidelines, practices, procedures, standards, and regulations.
- Ensures that all works undertaken by Consultants, Contractors and others are in keeping with the Municipality's Purchasing Policy and any other applicable policy, By-law or higher Legislation.
- Ensures external submissions and internal circulations for capital projects are reviewed for compliance with applicable guidelines, practices, procedures, standards, and regulations.
- Meets with Stakeholders such as Consultants, Contractors, Utilities, Staff, Town Council and the Public to provide guidance, clarification, and direction to ensure a timely and successful completion of projects. Also meets with developers and consultants to provide guidance during the pre-consultation and submission process.
- For special municipal infrastructure projects, recommends acceptance of final design drawings, reports, payments, and warranty release as required to the Director. For special development applications, recommends acceptance of final design drawings, reports, certificates, security reduction and assumption as required to the Director.
- In consultation with the Town Solicitor leads the Branch in the drafting of special project Development Agreements for approval by staff delegated authority or Council.

What you bring to the team:

- Professional Engineer with P. Eng designation from the Professional Engineers of Ontario (PEO), or Postsecondary education in Civil Engineering Technology with a Certified Engineering Technologist (CET) designation with over 10 years of relevant experience that is acceptable to the Town.
- 7 years of experience in a relevant related position including 3 years of experience in a supervisory or management position.
- Class G Driver's license in good standing and a reliable mode of transportation for use on corporate business.
- Experience and working knowledge of municipal infrastructure design, drafting, plans review, asset management, technical reports, Municipal Class Environmental Assessment process, master planning, development, storm water management, lot grading, tendering, municipal development agreements, and contract administration and inspection of municipal infrastructure projects.
- Working knowledge of software systems specific to the requirements of the Branch such as water, sewer and stormwater modeling, GIS, and CAD. Proficient in the use of MS Office (i.e. Word, Excel, PowerPoint and Outlook), and other technology required for the day to day administration of the role.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as The Municipal Act, Planning Act, Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act, Employment Standards Act, Ontario Building Code, Highway Traffic Act, Clean Water Act, Conservation Authorities Act, Rail Safety Act and other related legislation and regulations.

Salary: \$109,236.40 - \$136,554.60, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am – 4:30 pm, Monday - Friday

Location: Town Administration Centre, 24 Tupper Street West, Alliston

Start Date: October 28, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on our [website](#) by October 11th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0924-0066&BRID=EX291063&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.