

# Director of Infrastructure, Public Works and Engineering

Named the “Most Welcoming Town 2017” by *The Wedge*, The Town of Renfrew was founded on the forestry industry and with the success of the lumber barons of the 1800s, it quickly became a booming municipality in eastern Ontario. Over the years, the town has moved from a resource-based economy to a diversified regional economy.

With an established, vibrant downtown offering a good mix of retail and services, a manufacturing base and a regional health centre, Renfrew is building for the future. Renfrew’s quality of life is exceptional for a community with a population of 8,553. The Town offers well-rounded educational opportunities with four elementary schools and two high schools. Health care in Renfrew is excellent. The municipality is home to the Renfrew and Area Health Village, a multi-service regional health care community. The Health Village is comprised of a hospital supporting 470 staff with state-of-the-art equipment, a variety of specialty clinics, a hospice, two long-term care centres and a retirement residence.

Within easy access (a short 95km away) to Canada’s capital, Renfrew is also close to recreational amenities including Algonquin Park, Ottawa River, white water rafting, skiing, multi-use trails, a motorsports park with the longest racetrack in Canada and 16 community parks.

With a forward-thinking strategic plan, a combined operational and capital budget of more than \$69M and more than 100 full and part-time employees, the Town of Renfrew is committed to meeting the needs of residents and a thriving business community by delivering efficient and effective services.

## Your Opportunity to Make a Difference

The Town of Renfrew requires a forward-thinking, collaborative, results-focused leader to assume the position of **Director of Infrastructure, Public Works and Engineering**.

Reporting to the Chief Administrative Officer, the **Director of Infrastructure, Public Works and Engineering** is responsible for strategic leadership and overall administration and management of the division including infrastructure, public works and engineering.

You will use your strong leadership, technical and financial skills to guide the Town of Renfrew through interesting and challenging projects. 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 stakeholders and Town Council, 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 include:

- Planning and directing a comprehensive asset management program to ensure the efficient and effective operation and maintenance of the Town’s infrastructure according to planned targets, budgets, procedures, and priorities and in accordance with applicable legislation.
- Providing technical advice on capital project planning and design, ensuring projects are designed in accordance with the Town’s standards and accepted engineering and provincial standards, including the review and approval of plans specifications and drawings prepared by external consultants.
- Identifying best practices in the engineering, public works operations and/or maintenance of municipal infrastructure.
- Developing, recommending, and reviewing applicable policies, procedures, standards, plans and programs for the efficient and effective delivery of services to the residents of the Town.
- Preparing annual operating and capital budgets including forecasts and estimates; identifying and recommending potential funding sources.
- Monitoring operating performance against approved plans procedures, standards.
- Day-to-day coaching and performance of the operational services leadership team and supporting the

broader portfolio as it relates to human resources matters.

- Supporting managers to prepare and administer the public tender process for operating and capital projects and overseeing the delivery in accordance with the approved annual plan.
- Preparing and reviewing recommendations, reports and presentations for management and Council. Attending Council, Committee, ratepayer, special interest groups and other meetings as required.

### Professional Qualifications

As a candidate for this position, you are a recognized business leader in the field of municipal infrastructure, public works and engineering with 5 to 10 years' experience leading a significant private sector or municipal division. Key qualifications include:

- **Management:** Minimum five years of experience in municipal operations at a senior management level.
- **Infrastructure, Public Works Operations and Asset Management:** A minimum of seven years of progressively responsible, professional experience in municipal engineering and public works with an emphasis on rural and small urban environments; coupled with training and experience in asset management.
- **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.
- **People Leadership:** Ability to provide exceptional leadership to union and non-union staff and to build strong, enthusiastic and productive staff teams.
- **Program Management:** Ability to plan, direct and integrate broad, comprehensive, public works programs and activities.
- **Business Management:** Knowledge of the principles and practices of public administration, budgeting, purchasing, the maintenance of public records, and the organization and functions of an elected Town Council.
- **Client Focus:** Demonstrated ability to perform duties, lead teams and deliver services and projects with tact and diplomacy in a political and client-based environment.
- **Legislation:** Thorough and comprehensive knowledge of municipal legislation is required, including municipal by-laws, the Municipal Act, Ontario Provincial Standards, the Highway Traffic Act, and the Municipal Class Environment Assessment process.
- **Communication Skills:** Excellent communication skills, report writing and presentation abilities which includes public meetings.
- **Education and Designations:** Post-secondary degree in Engineering or related discipline required, preferably accompanied by a Certified Engineering Technologist (CET), Certified Road Supervisor (CRS), or Project Management Professional (PMP) designation or greater.

### How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **October 28<sup>th</sup>, 2024 or sooner** to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **TR-DIPW**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Tim Lukasevich at 416-214-9299 x8, [tim@waterhousesearch.net](mailto:tim@waterhousesearch.net), or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*

