

Clarington

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The Corporation of the Municipality of Clarington Planning and Infrastructure Services requires a Manager, Engineering Design

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight lower tier municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We are committed to being an employer of choice by attracting, retaining, and providing support and opportunity to reach career ambitions; creating an innovative environment for people to thrive; and we value work life balance creating an environment for flexibility.

Clarington promotes a culture of corporate excellence that is built on the core values of accountability, integrity, and respect. These values will guide the Municipality as it works to enhance the quality of life in our community. They define what we stand for, how we do our jobs, how we treat one another and how we serve the people of Clarington.

The Infrastructure Division is one of the Divisions within the Planning and Infrastructure Services Department and aims to consolidate all engineering and asset management services within one division. The Infrastructure Division manages the planning and development of roads, bridges, parks, trails, and transportation networks, coordinating with external agencies on infrastructure projects involving cable, internet and power.

What the role entails

Reporting to the Deputy CAO Planning and Infrastructure, the Manager, Engineering Design is responsible for ensuring that best practice approaches are used to implement the renewal of infrastructure that includes roads, sidewalks, storm sewers, bridges, culverts, and streetlights. The candidate will be responsible to work collaboratively with internal departments and outside agencies to develop designs for the implementation of capital projects.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Managing a team of Professional Engineers and Coordinators, supporting staff by providing guidance, training, and leadership.
- Scheduling and assigning of work, ensuring policies and procedures are followed and providing performance feedback.
- Coordination of projects with other levels of government, and private developers.
- Implementing and managing capital infrastructure projects for both renewal and growth-related projects through a combination of in-house design and management of projects completed by external consultants.
- Provide input on infrastructure needs to the various Divisions to support business planning for the Planning and Infrastructure Department.
- Working collaboratively with the Purchasing Division to prepare tender and proposal documents, review submissions, and prepare recommendations for award of contracts.
- Approving engineering designs developed by internal staff, including drawings and specifications, cost estimates and contract provisions, ensuring compliance with Municipal, Provincial or Federal design criteria, regulations and standard drawings.
- Reviewing infrastructure projects undertaken by adjacent Municipalities, Regional and Provincial government agencies, representing the Municipality of Clarington at meetings, and providing comments on the proposed projects.
- Submitting applications for various funding programs and implementing the projects, including status reporting and financial reporting.
- Representing the department for a variety of issues that arise such as meetings with representatives from other municipalities and conservation authorities, preparation of reports to Council, perform presentations at Council, meet with members of the public, legal proceedings arising from claims etc.
- Other duties as assigned.

Qualifications

The successful candidate will possess:

- Degree or Diploma in Civil Engineering or an equivalent combination of education or experience in a related discipline to the satisfaction of the Deputy CAO, Planning and Infrastructure.
- Professional Engineer License (P.Eng.) from Professional Engineers Ontario or a Certified Engineering Technologist (C.E.T.) with OACETT.
- Minimum of five (5) years experience at a management or supervisory level in municipal engineering and project management, including demonstrated supervisory or leadership experience.
- Demonstrated leadership ability to coordinate, plan, supervise and direct the work of direct reports and knowledge of collective agreement administration and labour relations principles and practices.
- Proven abilities in customer service, communication, teamwork, initiative, personal accountability and adaptability.
- Strong effective report writing and project management skills, with the ability to achieve program objectives successfully while working towards tight deadlines.
- Highly developed interpersonal and communication skills (oral and written), with the ability to effectively communicate at all levels of the organization; including demonstrated negotiation, facilitation and conflict resolution skills, combined with the ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment.
- Ability to manage a portfolio of many ongoing projects dealing with different asset types and a variety of scope and dollar value.
- Ability to attend site meetings at various locations throughout Clarington and Region of Durham during and after regular business hours.
- Strong background in infrastructure design, project management, and an extensive knowledge of the Environmental Assessment process, Federal and Provincial standards and guidelines, Region of Durham standards, Municipality of Clarington standards and by-laws, AODA requirements, and other relevant standards and best practices.
- Highly proficient in computer literacy utilizing Microsoft Office, and relevant engineering design software applications.
- Certification as Project Management Professional will be considered an asset.
- Possession of a valid Ontario Driver's License Class "G" and access to a vehicle.
- Legally able to work in Canada

What we offer you

We offer the following for this position:

- Salary: \$139,134 to \$169,118 – Grade 11 of the 2024 Non-affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week, with after hour meetings required

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of a valid Ontario Driver's Licence.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. The deadline to apply is **October 31, 2024 at 11:59 p.m.**

This job competition number is **File # 126-24**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.