



# Employment Opportunity

**GEORGINA**

Town of Georgina Human Resources  
careers@georgina.ca



## Manager, Operations and Infrastructure (Job ID #2025.45)

|                             |                               |
|-----------------------------|-------------------------------|
| <b>Department:</b>          | Operations and Infrastructure |
| <b>Division:</b>            | Operations                    |
| <b>Location:</b>            | Civic Centre/Hybrid           |
| <b>Status:</b>              | Permanent Full-Time           |
| <b>Hours of Work:</b>       | 35 hours per week             |
| <b>Number of Positions:</b> | 1                             |
| <b>Salary:</b>              | \$128,880.17 - \$156,654.66   |
| <b>Date Posted:</b>         | February 21, 2025             |
| <b>Date Closing:</b>        | March 9, 2025                 |

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

Responsible for the asset management program, traffic safety and operations, and other various special projects, this position will oversee, plan and deliver major and minor projects, studies and programs on all assets within the department including roads, bridges, drainage systems, signage, traffic controls, sidewalks, streetlights, water, wastewater and stormwater infrastructure. The position is responsible for business planning, financial management, public participation/ communication, Council reporting, technical expertise (both in-house and third party), and contract administration required to ensure project delivery consistent with Town strategy, commitments and goals. ***For full details, please see attached job description.***

### **Minimum Qualifications**

- Bachelor of Engineering, Business, or Applied Science, or equivalent from an accredited University.
- Minimum five (5) years of demonstrated experience in the management of Municipal Infrastructure and Municipal projects and programs, including experience supervising staff in a unionized environment
- Licenced Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T.) an asset
- Project Management Professional designation an asset.
- One (1) year demonstrated experience managing traffic safety and/or operations programs
- Extensive experience in contract procurement and administration

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process, ensuring that all applicants have equitable access to employment opportunities. As we grow, it's important that our workforce reflects the diversity and experiences of the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.*



GEORGINA

### JOB DESCRIPTION

|                          |   |                  |            |
|--------------------------|---|------------------|------------|
| <b>Title:</b>            | Manager, Operations and Infrastructure                                |                  |            |
| <b>Department:</b>       | Operations & Infrastructure   | <b>Division:</b> | Operations |
| <b>Reports To:</b>       | Director, Operations and Infrastructure                               |                  |            |
| <b>Direct Reports:</b>   | Project Managers, Engineering Technologists, Supervisors, Specialists |                  |            |
| <b>Indirect Reports:</b> | Consultants, contractors  |                  |            |

#### Position Summary

Responsible for the asset management program, traffic safety and operations, and other various special projects; this position will oversee, plan and deliver major and minor projects, studies and programs on all assets within the department including roads, bridges, drainage systems, signage, traffic controls, sidewalks, streetlights, water, wastewater and stormwater infrastructure. The position is responsible for business planning, financial management, public participation/ communication, Council reporting, technical expertise (both in-house and third party), and contract administration required to ensure project delivery consistent with Town strategy, commitments and goals.

## Responsibilities

Reports to the Director, Operations and Infrastructure and is responsible for the execution of :

### **Asset Management Program:**

- Leads the implementation of the Town's Asset Management Program recommendations and updates through identification and management of projects and the collection, management and analysis of data.
- Leads the project of the development of the Town's Asset Management Program for non-core assets
- Develops and implements systems to track performance measures related to program/project schedule and budget related to Asset Management.
- Establishes program scope, schedules, and budget; defines the program goals, priorities, policies and procedures for program execution.
- Leads Town cross-departmental project teams, fosters collaboration between team members, and ensures coordination and consistency between departments for projects, plans, and programs within the Town related to asset management.
- Selects consultants and monitors consultant progress and expenditures by providing technical guidance and review of consultant's deliverables.
- Ensures the Asset Management Program meets applicable Regulatory requirements.
- Plans the short, medium and long term infrastructure replacement and rehabilitation work including the annually refreshed 10-year capital plan
- Prepares technical reports for the Asset Management Program and individual assessments of asset categories.
- Oversees and reviews consultants' work to ensure that it is in-line with the overall Asset Management Program intent.
- Initiates public involvement efforts including open house events and online media as required, provides explanation of asset management objectives and needs to interested parties.
- Serves as spokesperson, facilitator or participant in asset management meetings and presentations, represents the Town and makes presentation to Town officials, other jurisdictions or organizations and the public as required.
- Conducts detailed analysis and forecasting of infrastructure deterioration, risk, and levels of service

### **Special Projects:**

- Leads the execution of major and minor projects, programs and studies on the Town's Core and non-core infrastructure and reports progress of each project on a timely basis
- Executes and revises project plans as appropriate to meet changing needs and requirements.
- Ensures that all appropriate departments and required stakeholder partners are involved in projects
- Responsible for project performance management of multi-year, high profile projects, approving project design and specifications, resource requirements and fee schedules, project time lines and milestones.

### **Traffic Safety & Operations:**

- Oversee the administration and management of the Town's traffic safety and operations program including aiding Town staff, the public and elected officials with recommended remedial measures
- Manage annual programming of traffic investigations and studies, outcomes of traffic

studies, assisting with implementation of remedial measures, reporting and Council updates

- Oversee and manage the automated speed enforcement program including resourcing
- Act as the decision lead on traffic-related solutions
- Manage data related to traffic safety and operations and improve transparency related to traffic operations
- Engage with the public, Council, internal, external agencies, and management on traffic related matters

### **Business Planning:**

- Participates in strategic long-term business planning activities based on research/analysis of initiatives, community needs, regional and provincial initiatives, funding deliverables and legislative requirements in conjunction with the Asset Management Division
- Provides strategic advice to Council and the senior management team on matters affecting the work
- Prepares comprehensive reports and proposals on pertinent issues including recommendations and alternatives.

### **Leadership**

- Manages cross-functional teams involving a number of departments, agencies and consultants.
- Leads various consulting teams, steering committees, project teams and staff at various stages of projects. Ensures communication and coordination amongst all internal and external stakeholders with respect to both disparate and concurrent projects.
- Motivates a multi-disciplinary team

### **Public Consultation/Participation**

- Leads and/or oversees public consultation processes to ensure that the public has the opportunity to provide input on high profile municipal infrastructure projects.
- Responds to and resolves public concerns and inquiries during construction of capital works.
- Ensures adequate tracking, reporting, and resolution of complaints and damage claims.
- Attends public meetings, acts as the Town's representative at public forums and in-camera sessions.

### **Financial Management**

- Prepares, reviews and recommends multi-year, multi-million-dollar capital budget plans and approved expenditures for each project.
- Prepares operating budget forecast as required
- Monitors/administers approved budget and reports on same.
- Authorizes payment of accounts and approves change directives as delegated by Town policy.
- Provides direction to any deviation.
- Advises the Director on matters involving anticipated cost overruns and recommendations regarding major changes to planned infrastructure projects.

### **Contract Administration**

- Prepares request for proposals, tenders and related documents to engage consultants and contractors Advises on consultant/contractor selection. Manages the work of consultants and contractors to ensure work is according to specification, timeline and

budget.

- Provides contract administration, manages service contracts with outsourced providers, maximizing cost efficiencies and ensuring maximum value on return for Town major expenses.

### **Risk Management & Issue Management**

- Anticipates, identifies and manages emerging issues and challenges.
- Identifies trends and provides support for informed decision making and outlines appropriate mitigating solutions or improvements.
- Implements, conducts, and ensures due diligence of all health and safety matters including, but not limited to, training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.
- Works in accordance with relevant principles and standards and relevant legislation including: Environmental Assessment Act, Municipal Act, Highway Traffic Act, Water Resources Act, Occupational Health and Safety Act, Drainage Act, Planning Act etc. Reporting is through overall progress reports regarding the status of infrastructure studies and projects.
- Ensures compliance with Town by-laws, provincial and federal statutes, regulations and guidelines.
- Enforces the Town's Health and Safety Program, procedures and best practices. Other duties as assigned

***The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.***

### **Minimum Qualifications**

#### **Education and Training:**

- Bachelor of Engineering, Business, or Applied Science, or equivalent from an accredited University
- Licenced Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T.) an asset
- Project Management Professional designation an asset
- Any combination of the above education and experience considered
- Formal leadership training and coaching/mentoring training

#### **Experience:**

- Minimum five (5) years of **demonstrated** experience in the management of Municipal Infrastructure and Municipal projects and programs
- One (1) year demonstrated experience managing traffic safety and/or operations programs
- Extensive experience in contract procurement and administration
- Previous experience supervising staff in a unionized environment

#### **Knowledge:**

- Knowledge of business planning, municipal and financial management, construction methodology, contract administration, project management, knowledge of relevant legislation (e.g. Safe Drinking Water Act, Ontario Water Resources Act, Environmental Protection Act, Lake Simcoe Protection Act, Pesticides Act, Occupational Health and Safety Act, Municipal Act, Minimum Maintenance Standards O.Reg. 239/03, Highway Traffic Act, Technical Standards and

Safety Act, Construction Lien Act, Occupational Health and Safety Act etc.).

- Demonstrated knowledge of applicable legislation, municipal and regional government organization and structure, industry standards and issues.
- Knowledge and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability and flexibility/adaptability.

### **Competencies:**

- Proven ability in leadership, strategic thinking, change management design, process and implementation strategies to optimize both quality and cost-effectiveness of services and achieving performance objectives.
- Management competencies including results/achievement focus, human resources management, financial management, business planning, decision making/judgment and professionalism.
- Strong project management, organizational, analytical, interpersonal, teambuilding and coaching skills.
- Demonstrated political acumen and ability to negotiate, mediate and facilitate.
- Excellent communication skills for making presentations to large groups, facilitating public meetings, directing and guiding consultants, and responding to inquiries of the media and public.
- Excellent analytical, negotiation, and problem-solving skills to successfully guide the work of others including consultants and contractors.
- Advanced report writing skills to prepare formal analysis and recommendations for Council and senior staff.
- Demonstrated proficiency utilizing MS Office software applications including MS Project and Power Point.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.
- Driver's Abstract in good standing required to operate Corporation vehicles.
- The ability to work extended hours to attend evening meetings, as required

### **Physical Demands and Working Conditions**

- Normal office conditions;
- Requirement to travel to various work sites
- Able to work outdoors in winter weather conditions, if required;
- Ability to respond to emergencies and escalated operational matters or meetings after-hours, and on week-ends and holidays, if required
- Flexible work policy applies to this position