



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF ENGINEERING AND PUBLIC WORKS PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving, fast-growing community of approximately 35,000 residents, uniquely blending the charm of rural living with the conveniences of nearby urban centres like Guelph and Kitchener-Waterloo. Surrounded by stunning natural landscapes and known for its vibrant arts and festival scene, historic character, and year-round recreational opportunities, our community offers an exceptional quality of life for residents and visitors alike.

Reporting to the Managing Director of Infrastructure Services, the Manager of Engineering and Public Works is responsible for the leadership, administration, and operational oversight of the Township of Centre Wellington's Engineering and Public Works division. This position combines municipal engineering expertise with public works operations, ensuring the safe, efficient, and compliant delivery of essential municipal services and infrastructure projects.

This position oversees the Infrastructure Services capital program and is responsible for planning, design, and construction of the Township's water, wastewater, stormwater, road, and bridge/culvert infrastructure. The Manager of Engineering and Public Works advises the Managing Director of Infrastructure Services with policy and procedure development and implementation, short-term and long-range capital works planning, work plans, budget preparation, administration, personnel management, and operational direction of the Engineering and Public Works division.

ILLUSTRATION OF SCOPE OF POSITION

Duties include but not limited to:

Leadership and Direction:

- Provides leadership and direction to the Engineering and Public Works division.
- Supports staff in the planning, design, and construction of the Township's roads, water, wastewater, stormwater, and bridge/culvert infrastructure.
- Supports staff in the operation and maintenance of Township assets including roads, rights-of-way, parking lots, drainage systems, and cemeteries.
- Manage employee performance through regular communication, feedback, and performance reviews. Establish performance requirements and develop goals and objectives for employees.
- Recommends staffing levels, hiring decisions, discipline, training opportunities, and development initiatives.
- Plans, prioritizes, organizes, and monitors the overall work of the Engineering and Public Works division in an atmosphere of innovation, collaboration, effective communication, and continuous improvement.
- Participates in the development and review of policies, procedures, standards, plans, and programs governing the Engineering and Public Works division to meet required service levels.
- Establishes goals and objectives for the division, setting work priorities, and providing recommendations and guidance, while ensuring regulatory, legislative, and sector-specific compliance.
- Develops, implements, and monitors both the short-term and long-term plans, goals, and objectives, focusing on the achievement of the Township's strategic plan and Council's priorities.
- Advises Council, Senior Management Team, Managing Director of Infrastructure Services, citizen groups, residents, business owners, consultants, and contractors on priority issues and directives.
- Provides guidance to division staff related to regulatory requirements, design standards, and contractual issues.
- Ensures prompt handling of service requests and inquiries received from residents, Council, and colleagues.

- Ensures excellent customer response and effective internal and external communication is provided by team members.
- Keeps up to date with new technological advances, systems, and methodologies to provide efficient and effective services to the municipality and implements as appropriate.
- Performs other related duties as assigned by the Managing Director of Infrastructure Services.

Project Management and Capital Project Support:

- Review and approve engineering drawings for municipal construction projects, including road reconstruction, linear underground and vertical infrastructure, subdivision development, and site servicing to ensure compliance with Township engineering standards and relevant industry standards.
- Prepare, review, and approve specifications for tender documents, review and recommend the award of tenders, monitor contractor performance, and prepare and approve progress payment certificates.
- Prepare Requests for Proposals related to municipal infrastructure, including condition assessments, servicing plans, feasibility studies, Municipal Class Environmental Assessments, Master Plans, and engineering services (detailed design, procurement, contract administration, construction oversight, and inspection). Evaluate proposal submissions and oversee implementation of the project.
- Liaise with Planning and Development and external consultants on the review of development applications (plans of subdivision, condominium, site plans, severances, zoning bylaw amendments, etc.) for compliance with engineering standards.
- Review and approve the work of consultants, contractors, and utilities.
- Liaise with outside agencies, developers, and their representatives for special studies and capital works.
- Prepare agreements and documentation for infrastructure works completed on behalf of third parties.
- Oversee day-to-day capital construction activities to ensure quality of work and to ensure that the activities are being completed in accordance with Township engineering standards.
- Oversee regular updates to Township engineering standards.

Public Works Operations:

- Plan, develop, and coordinate the implementation of the annual road program, including contract preparation for winter sand, surface treatment, maintenance gravel, and line painting.
- Oversee road and right-of-way maintenance activities such as pavement markings, culvert replacements, dust suppression, drainage improvements, vegetation control, and signage and signal repairs.
- Monitor and forecast expenditures related to road operations, ensuring timely inspections and scheduling of contracted maintenance and construction work.
- Liaise with external agencies including MTO, OPP, Fire Services, Emergency Services, and transportation providers regarding road conditions and closures.
- Oversee permit processes for special events, driveway entrances, sidewalk displays, patios, encroachments, and oversized vehicles, including review, approval, and inspection.
- Oversee all aspects of cemetery grounds maintenance, ensuring the properties are well-kept, safe, and dignified. Manage staff, equipment, and schedules to uphold high standards of appearance and respect across all cemetery grounds.
- Conduct inspections of new subdivisions to identify deficiencies and perform final walkthroughs prior to acceptance.
- Manage vehicle licensing and permit renewals for Infrastructure Services vehicles and ensure adequate training and coverage for school crossing guards.
- Advise Council, senior management, and stakeholders on priority issues, and represent the division at Council, Committee, and public meetings.
- Develop and maintain relationships with internal and external stakeholders to align departmental programs with community needs and strategic objectives.
- Participate in emergency management and flood response coordination and contribute to various committees and working groups supporting departmental goals.
- Lead the development and monitoring of short and long-term plans aligned with strategic initiatives such as the Asset Management Plan, Transportation Master Plan, Active Transportation and Mobility Plan, Water and Wastewater Servicing Master Plan, and Development Charges Background Study.
- Perform other duties as assigned to support departmental and Township objectives.

Compliance and Regulatory:

- Reviews compliance data and ensures compliance with all applicable legislation, regulations, and by-laws.
- Monitors and ensures compliance with Highway Traffic Act, Commercial Vehicle Operators Registration, Minimum Maintenance Standards, and Ontario Traffic Manual requirements.
- Manages and maintains the Township's Traffic By-laws for posted speed limits and parking restrictions; prepares by-law amendments for Council consideration.
- Ensures employees work in compliance with the Employment Standards Act, the Occupational Health and Safety Act, the MECP and MTO Regulations, and Corporate Health & Safety requirements, and takes every reasonable precaution to ensure a safe and respectful workplace.

Asset Management and Financial:

- Assists in the development of the Operating and Capital Budgets for the Engineering and Public Works division, ensuring alignment with Township policies and bylaws, and providing regular updates on budget status and variances.
- Participate in the development and implementation of the Township's Asset Management Plan, including infrastructure assessment, service level establishment, renewal strategies, and project prioritization.
- Oversee the planning, scope development, cost estimation, and execution of studies and capital projects, ensuring delivery within approved budgets and timelines.
- Coordinate inspection and scheduling of contracted maintenance and construction activities, and ensure all Public Works assets—facilities, fleet, and equipment—are properly maintained through preventative maintenance plans.
- Manage departmental fleet operations, including acquisition, maintenance, and disposal of vehicles and equipment.
- Establish and monitor service levels for division tasks, identifying necessary resources and approving expenditures within budgetary guidelines.
- Collaborate with Finance and Asset Management staff to monitor asset conditions and support long-term infrastructure planning.
- Support the Managing Director of Infrastructure Services in identifying future Engineering and Public Works needs during budget development.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- University Degree in Civil Engineering or related field and a Professional Engineer (P. Eng.) designation in good standing with Professional Engineers Ontario.
- Minimum seven (7) years of relevant work experience in a municipal engineering, public works operations, and roads maintenance environment with at least five (5) years of experience at a management level.
- Relevant experience using project management principles in the planning, design, construction, and maintenance of municipal infrastructure.
- Proven track record in coaching, developing, and motivating project teams in an environment that promotes excellence.
- A thorough working knowledge of municipal services and infrastructure, operations, and asset management.
- Thorough knowledge of applicable legislation, regulations, and sector-specific requirements, including the Occupational Health & Safety Act, Construction Act, Highway Traffic Act, Municipal Act, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act, and Safe Drinking Water Act.
- Must be highly organized, able to effectively prioritize workload, and have the ability to effectively manage a large number of staff.
- Experience in preparing contract documents, requests for proposals, tenders for construction projects, technical reports, and reports to Council, external agencies, and third parties.
- Considerable experience with financial report processes, including budget preparation and control, expense forecasting, interpreting financial reports, and reporting on key performance indicators.
- Excellent written and verbal communication skills with the public, elected officials, and colleagues.
- Proficiency with relevant software (Word, Excel, PowerPoint, Outlook, CMMS, GIS, GPS, AutoCAD, CityWide, and Road Patrol programs).

- Excellent organizational skills and ability to set objectives and establish an approach to reaching those objectives when completing a task and assigning tasks to others.
- Recognize the need for accuracy, detail, and consistency when providing information for decision making.
- Ability to work with other Senior Municipal Staff and Council in a fast-paced team environment.
- Ability to work in an office as well as conduct field inspections as required.
- A valid Class G Driver's Licence and maintain a clean driver's abstract.
- Must provide a satisfactory Criminal Records Check upon hire.

Annual Salary: \$150,281 - \$169,046 (2025 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **November 23, 2025, at 11:59 p.m.** Please quote job posting '2025-57' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.