THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

SUPERVISOR OF DESIGN AND CONSTRUCTION

PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Manager of Engineering, the Supervisor of Design and Construction provides leadership to a dedicated team responsible for managing the execution of municipal infrastructure projects ensuring successful completion. This role collaborates closely with internal departments, external stakeholders, engineering consultants, and contractors to ensure projects are delivered efficiently, cost-effectively, and in accordance with established technical standards and specifications.

Main Duties and Responsibilities

Project Management

- Provides direction to multi-disciplinary engineering consulting teams and contractors in the execution of municipal infrastructure projects, including servicing strategies, feasibility studies, municipal class environmental assessments, master plans, and design and construction for capital project implementation.
- Assists with implementing recommendations from the Township's infrastructure master plans, municipal class environmental assessments, and technical studies.
- Oversees and directs the progress of capital projects to help keep them on schedule, within scope, and within budget in accordance with Township policies, standards, and objectives outlined in the Council Strategic Plan, the Asset Management Plan, and Capital Budget.
- Reviews capital project cost estimates and budgets and advises the Manager of Engineering on workplans, schedules, and specifications.
- Prepares and presents reports to Advisory Committees and Council on infrastructure studies and capital project related matters.
- Presents project display boards for public open houses and discusses project information with the community to gather feedback and help steer project designs in line with community input.
- Prepares written media releases, promotional signs, information handouts and website project progress updates for infrastructure studies and capital projects in conjunction with the Township's Communications Coordinator and other parties involved.
- Communicates with Utility representatives, governmental bodies, regulatory agencies, public stakeholders, and developers for the ongoing coordination of studies and capital projects.
- Oversees and evaluates the work performance of external service providers (engineering consultants and contractors) with respect to quality standards, construction specifications, project timelines and scheduled tasks, and budget.
- Prioritizes numerous and varied projects and objectives for effective time management to complete many duties simultaneously.
- Applies effective communications, interpersonal and problem-solving skills to address and resolve a wide range of project and construction issues with the numerous parties involved.
- Provides recommendations for capital upgrades, operational improvements and preventative maintenance for Township infrastructure to help minimize risk to public health and safety and the environment.
- Assists in the development of the Township's 10-year capital forecast for both infrastructure renewal projects based on the Township's Asset Management Plan and the extension of new municipal infrastructure to service future development areas.

Construction and Contract Administration

- Meets with consultants and contractors regularly to review and address construction issues.
- Performs general construction reviews on site to monitor progress and quality of the overall construction work.
- Conducts inspections and assessments of municipal infrastructure in cooperation with other divisions and departments.
- Reviews and evaluates project schedules as work progresses to help keep projects on track.
- Evaluates and approves consultant and contractor invoices and payment certificates and tracks project costs and contingency allowance expenditures to help keep projects on budget.

- Provides information on project costs and progress of the work to the financial department to assist in completing project funding reports.
- Provides regular project progress email communications to keep everyone informed of the construction progress and upcoming work.
- Communicates with members of the public, community special interest groups, and other interested parties to address their project or construction concerns through meetings, discussions and correspondence.
- Provides input and direction to consultants and contractors to address any construction issues or required changes and to evaluate the applicable costs.
- Performs final construction deficiency reviews and follows up to verify that deficiencies have been addressed.

Technical Studies and Design

- Reviews geotechnical investigation reports on subsurface soil conditions.
- Assesses designs and engineering drawings throughout the design development phase and works with multi-disciplinary consulting teams to address design issues and determine optimum design solutions in accordance with Township requirements.
- Reviews technical specifications to verify that they are in accordance with regulatory requirements, including Township standards.
- Assists the consultant with obtaining approvals from regulatory agencies including the Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation and the Grand River Conservation Authority.
- Coordinates with other Township departments, businesses, members of the public and community organizations to address the requirements of all interested parties in project design.
- Prepares, reviews, and evaluates engineering studies, investigations, inspections, and technical reports, and assess if revisions are required and/or coordinate the implementation of design recommendations.

Procurement

- Prepares Requests for Proposals for the provision of Consulting Services for studies, municipal class environmental assessments, master plans, and the design and contract administration of capital projects for municipal infrastructure.
- Reviews tender documents for revisions as needed to issue Requests for Quotations and Tender for construction services.
- Prepares Requests for Contractor Pre-qualification.
- Reviews and evaluates tender bids, consulting services proposals and costs and pre-qualification submissions, and makes recommendations for contract award in conjunction with the tender evaluation committee.
- Prepares and presents reports to Council for award of contracts and study findings.
- Negotiates with property owners to purchase land required for capital projects. Arranges for the completion of legal property survey and land value assessment, reviews draft land purchase agreements, property easements and reference plans to facilitate land purchases.
- Other duties as may be assigned.

Leadership and Supervision

- Oversee, lead, and supervise full-time staff involved in all infrastructure construction projects.
- Supervise day-to-day operations and leads staff to ensure effective function of design and construction, from design to project completion.
- Establish goals and objectives for the team; set work priorities to achieve divisional goals.
- Ensure projects are delivered cost-effectively and in compliance with technical standards, provincial legislation, and regulatory requirements.
- Possess thorough knowledge of applicable legislation, regulations, and sector- specific requirements.
- Ensure the prompt handling of service requests and inquiries received from the residents, businesses, Council, and colleagues.
- Ensure excellent customer response is provided by team members.
- Ensure effective internal & external communications with staff, other agencies, and the public.

Minimum Qualifications and Requirements

- University Degree in Civil Engineering and full membership or eligibility for full membership with the Professional Engineers of Ontario, or Diploma from a recognized College of Applied Arts and Technology in Engineering Technology
- Full membership or eligibility for full membership in the Ontario Association of Certified Engineering Technicians and Technologists. An equivalent of relevant education and experience may be considered.
- A minimum of five (5) years' experience in aspects of municipal infrastructure design and construction with a collaborative and consultative project management approach.
- Experience working for municipal clients or in a municipal setting is considered an asset.
- Experience in the preparation of technical standards, policies, and reports, and responding to external agencies and community enquiries.
- Thorough knowledge of applicable legislation, regulations and requirements related to the core functions of the position including but not limited to, the Building Code, Bridge Design Code, TAC/MTO Roadway Design

Standards, Ontario Water Resources Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act (Source Water Protection), Safe Drinking Water Act and Storm Water Management BMPs.
- Advanced organizational, prioritization, interpersonal, analytical and time management skills.
- Strong written and verbal communication skills.
- Ability to prepare and give presentations with clarity and purpose.
- Demonstrated ability to work in a fast-paced team environment and independently.
- Working knowledge of AutoCAD, ArcGIS, Work Tech and Microsoft Office (Word, Excel, Power Point and Outlook).
- Mental agility required for applying technical knowledge, experience and job skills to a variety of issues, assignments and situations. Many situations present conflicting priorities. May cross traditional departmental lines.
- Eye and hand coordination with extended periods of concentration and intensity.
- Good decision making and engineering judgment is required as decisions made will affect the quality and effectiveness of road, bridge, water, wastewater and storm water projects as they relate to public health and safety, protection of the environment, level of service and regulatory compliance.
- Ability to create broad and deep working relationships that are based on co-operation and trust and to serve as the in-house resource person on best practices and procedures that span the corporation. Effectively represents the corporation while working with contractors, consulting engineers and geoscientists, and "Vendors of Record".
- A valid Ontario Class "G" Driver's License in good standing and access to a vehicle.

Work Location: Centre Wellington Operations Centre (965 Gartshore Street, Fergus)

Annual Salary: $95,412 - $107,325 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **January 3, 2027, at 11:59 p.m.** Please quote job posting '2026-73' 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. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee (read more).