

MUNICIPALITY OF CLARINGTON
MANAGER OF INFRASTRUCTURE & CAPITAL WORKS
ENGINEERING SERVICES DEPARTMENT
(Non-Affiliated)

Please Quote: **File #76-09**

The Manager of Infrastructure and Capital Works who reports to the Director of Engineering Services, is a fully competent, professional Engineer who will be responsible for the coordination and management of specialized infrastructure and capital works projects including design of municipal works, Environmental Assessments, engineering studies and project administration. This position is responsible to assist in the development and administration of the Capital Budget.

Responsibilities

1. Coordinate and manage various specialized municipal capital works initiatives.
2. Administer the divisional capital budget and 9 year forecasts.
3. Negotiate at a senior level with external engineering consultants, developers and agencies in the preparation and supervision of engineering studies, cost estimates, plans, designs, tender and contract documents, and various agreements, reports and approval applications required in connection with municipal capital and infrastructure programs.
4. Administer the existing divisional infrastructure database and GIS applications and generate new concepts to provide the Department infrastructure information in an efficient manner.
5. Oversee the department's asset management requirements.
6. Prepare reports.
7. Oversee input into the Roads and Related Development Charges By-law process.
8. Arrange, attend and conduct public meetings as may be required for the reception of input from the public relating to issues of concern and prepare reports to Municipal Council regarding the same.
9. Liaise with other municipal departments, municipal solicitors, Council, other levels of government and outside agencies as required.
10. Manage divisional staff and provide technical guidance on complex engineering issues.
11. Participate in a variety of internal and external technical committees and participate with senior staff, citizen groups, consultants and other levels of government.
12. Ability to conduct independent research to problem solve and implement innovative technologies in performing the above noted tasks.

Qualifications

- University degree in Civil Engineering
- Minimum 7 years of progressive experience in design of municipal works, construction and project administration at the Municipal level.
- Professional Engineer designation with Professional Engineers Ontario and four (4) years of closely related municipal engineering experience at a management level.
- Experience in application of computer programs and working knowledge of CAD and design software, infrastructure database, relational database systems. Experience with a variety of desktop languages and mapping/GIS presentation.
- Excellent report writing, written and verbal communication and public relations skills.
- Class "G" driver's license.
- Ability to apply knowledge to determine priorities and to manage time effectively.

The following is required at time of interview:

- Proof of Current Automobile Insurance Coverage and current Driver's Abstract
- Valid Ontario Driver's License
- A satisfactory, current (within last 180 days) Criminal Records Check ("CPIC") from a Canadian Police Information

Centre will be required prior to commencing employment.

The interview may include written, oral and driver testing to assist in determining the successful candidate. The passing score will be considered to be 60% on each test. Consideration will be given to the highest score.

Salary Rate

This position is Level 9 in the Salary Administration Program – Non-affiliated Employees (\$75,497 - \$98,492).

A comprehensive benefit package will be provided upon completion of the qualification period.

Applications will be received in confidence until 4:00 p.m., Thursday October 8, 2009.

Human Resources Division
Municipality of Clarington
40 Temperance Street
Bowmanville, Ontario L1C 3A6
Please quote File # 76-09