



POSTING
Engineering & Environment Manager
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing leaders who are passionate about making a difference. This position is responsible for the overall management of the Engineering & Environment Division and ensuring effective provision of engineering services to the Township. We support leaders to grow their strengths in managing others, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Natural Leader? You bring a positive approach to challenges and support leaders in making decisions that drive a healthy culture. You are a keen and positive person, who loves to support others to be the best they can be. You are a natural leader with a capability to motivate and nurture teams and build relationships, while also effectively having tough conversations as soon as challenges become apparent. You have experience with project management, implementing capital projects, technical review and administration of development activities and climate action initiatives. You value making a difference for the public and contributing to a great team environment.

File No: 2022-50 Engineering & Environment Manager
Hours: 35 per week
Salary: \$104,176 - \$120,120 (\$57.24 – \$66.00 per hour)
Closing: June 26, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

APPLY NOW!



POSITION TITLE: ENGINEERING & ENVIRONMENT MANAGER

DEPARTMENT: ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

REPORTS TO: DIRECTOR OF ECONOMIC GROWTH & COMMUNITY DEVELOPMENT SERVICES

CATEGORY: PERMANENT FULL-TIME

UPDATED: JUNE 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents, development community and internal departments of Loyalist Township and contributes to the achievement of our Strategic Plan. It is key to the overall management of the Township's Engineering & Environment Division and ensuring effective provision of engineering services.

The Engineering & Environment Manager will provide leadership and oversee the delivery of assigned capital projects, master planning initiatives, the review of development applications from an engineering perspective, development agreement administration, the planning and implementation of climate action initiatives and will build relationships, resolve conflicts, and promote internal and external collaboration. The Manager is responsible for administering the budgeting, planning, designing, organizing, constructing, and commissioning of projects to ensure timely completion and excellent customer service.

The Manager will supervise and direct a multidisciplinary team of staff, consultants, and contractors for a range of projects. In addition, the Engineering & Environment Manager is responsible for the preparation and administration of operating and capital budgets. The Manager works with the Finance Division on the development and maintenance of the asset management system.

MINIMUM QUALIFICATIONS:

- Licensed Professional Engineer in the Province of Ontario, with a degree from an accredited university in civil or environmental engineering or in a related discipline.
- Seven (7) years of progressively responsible experience working in a municipal engineering related environment that includes project management, overseeing the implementation of capital projects, technical review, administration of development activities, and a general knowledge of municipal operations. Two (2) years leadership experience in a unionized environment preferred.
- Intermediate computer application skills including Microsoft Office programs and financial software.
- Must obtain and maintain satisfactory CPIC (Criminal Record Check).
- Must possess and maintain a valid class G driver's license in good standing with a reliable vehicle to use on corporate business.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.
- Strong engineering skills, effective problem-solving skills, strategic thinking and demonstrated experience shaping and implementing divisional and corporate vision, mission, and values, as well as corporate strategies.
- Experienced in municipal policy development and engineering management and operation of water, wastewater, development projects, transportation, and waste management fields.
- Strong analytical and research skills ensuring accuracy with large volume and diversity of work, planning skills, project/time/records management skills.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance.
- Ability to read, understand and evaluate engineering drawings, specifications, and proposals as well as knowledge of construction activities and contract management;
- Experience and sound knowledge of budgeting and budget monitoring.
- Ability to interpret and effectively apply legislation, policies, standards and guidelines such as municipal infrastructure construction legislation; Environmental Assessment legislation including the Municipal Class Environmental Assessment; the *Environmental Protection Act* and its regulations; municipal water and wastewater treatment, collection and distribution legislation; the *Ontario Municipal Act*; the *Planning Act*; the *Professional Engineers Act* and Canadian contract law particularly as it applies to procurement and construction contracts.
- Ability to collaborate to develop effective working relationship, maintain confidentiality, strong mediation and conflict resolution skills, and ability to act with tact and diplomacy during difficult and politically sensitive situations.
- Excellent interpersonal skills and strong verbal and written communication skills delivered in a professional manner ensuring accurate information is conveyed.
- Highly self-motivated with an ability to work independently, as part of a team, and as a team leader.

DUTIES AND RESPONSIBILITIES:

General

- Provide administrative and technical engineering support for the Economic Growth and Community Development Services Department, including utilities and development sectors.
- Provide technical engineering support for other Township departments including roads, facilities, and waste management sectors.
- Prepare reports for Council and CAO on a regular basis, including recommendations, with and through the Director and attend Public, Council and Committee meetings to present reports, as required.
- Review and modify Department related Township by-laws, policies and procedures as required.
- Provide liaison, as directed by the Director, with other government agencies, and the public, by attending various meetings and participating on committees on behalf of the Department.
- Respond to concerns about departmental activities raised by the other departments, the general public, staff, Council, and other agencies, as requested by the Director.
- Review initiatives from other Township departments and provide Departmental comments when requested.
- May be asked to perform duties of the Director, in their absence.
- Perform related duties as assigned by the Director.

Project Management

- Manage and monitor the Division's Capital Project program to ensure that work meets federal, provincial, and municipal legislation, standards, and guidelines.
- Establish and maintain comprehensive project management standards and procedures to ensure the efficient and effective completion of capital projects.
- Manage the planning, budgeting, design, construction administration, and commissioning of select capital and maintenance projects particularly larger environmental based projects.
- Manage the preparation of Environmental Assessment documentation for various Township initiatives.
- Provide technical information for grant and funding programs applications, and in conjunction with the Finance Division, administer these programs if application is successful.
- Prepare and review various procurement documents such as construction tenders, service contracts, and requests for proposals for engineering services, and recommended the successful bidder while adhering to the Loyalist Township Procurement By-law.
- Complete technical reports for internal and external requirements, including design briefs.
- Direct, advise, and evaluate engineering consultants and contractors retained by the Township to ensure quality control, schedule control, contract compliance, and project completion.
- Monitor, collect and interpret data required for infrastructure assessment and modifications.
- Review, critique and approve design work, drawings, and specifications completed by engineering consultants retained by the Township and internal staff.
- Work with various internal departments and external agencies to ensure that all project components receive required permitting and conform with all municipal standards and policies, existing permits and approvals, provincial legislation, and federal legislation.
- Ensure that all project components comply with the *Occupational Health and Safety Act* and its regulations, including permitting and insurance requirements.
- Review operation and maintenance manuals, operations manuals, control narrative, and as-built drawings for newly constructed infrastructure.
- Be responsible for specified components of the Drinking Water Quality Management System of each water system owned by the municipality, including:
 - Act as primary contact between the contractor and Loyalist Township Utilities.
 - Coordinate the review of design specifications with Loyalist Township Utilities Staff, provide technical comments for proposed system development, upgrades or rehabilitation and report recommendations to Management.
 - Review design specifications for assigned projects to ensure compliance with provincial guidelines, issued Drinking Water Permit for the system and Township specifications and report recommendations to Management.
 - Inspect installation of new or upgraded components of the system, as delegated, and report findings to Management.
 - Ensure that all required QMS forms for infrastructure modifications are completed in compliance with the Drinking Water Permit.
 - Ensure that related documentation is updated as necessary for the project assigned. The documentation includes, but is not limited to, Operation & Maintenance manuals, system description in the Operations Manual, control narrative, as-built drawings, permits and licenses.
 - Attend QMS awareness training.
- Provide direction, training, and advice to utilities operations staff with respect to new infrastructure and on-going capital projects.
- Engage Township residents and other stakeholders to share project information and gather feedback by organizing and attending public information centres and manage public concerns that arise with respect to projects while providing excellent customer service.

Development

- Maintain a continued understanding of provincial planning legislation and the Township's planning and development by-laws, standards, and guidelines and ensure that work by all staff adheres to these requirements.
- Oversees the completion of capacity reviews for water and wastewater facilities annually and in respect of new developments.
- Oversees and monitors the review of development applications by staff to ensure timely and high-quality reviews.
- Oversees and monitors the administration of development agreements including pre-servicing, subdivision, and site plan agreements including associated management of development securities.
- Provides input and participates in the Development Services Division's periodic review of the Township's Official Plan, Zoning By-law, and Urban Design Guidelines.
- Assist with industrial and commercial promotion activities as directed by the Director.

Climate Action

- Oversee the development and continuous updating of the corporate Climate Action Plan including regular reporting of progress.
- Improves Township resilience through targeted climate change adaptation and mitigation planning and projects.
- Champions the achievement of the Climate Action Plan goals by fostering the inclusion of climate action initiatives in Township operations, maintenance, and capital project programs.

Financial and Asset Management

- Responsible for Tangible Capital asset reporting to the Finance Division as required by the Public Sector Accounting Board including additions and disposals of assets.
- Support long-term infrastructure planning through appropriate asset management planning and work to coordinate infrastructure remediation and replacement activities in a given area or facility
- Provides input and participates in periodic review of Development Charges, water and sewage user rates and connection fees. and local service fees and charges. .
- Undertakes all projects while adhering to the Township Procurement by-law.
- Oversees payment to Engineering & Environment Division suppliers and contractors.

Personnel Management

- Supervises Engineering & Environment Division staff.
- Provides direction to staff on non-routine matters.
- Conducts performance evaluations and provides mediation, negotiation, coaching and mentoring as necessary.
- Assesses staffing requirements for Engineering & Environment Services, recommends changes, conducts interviews and recommends hiring of full time and temporary or part-time employees and provides supervision and training.
- Conducts periodic staff meetings.

Interdepartmental Functions

- Deal on a day-to-day basis with field personnel of various divisions and departments, government agencies, and the public.
- Attend meetings with other municipalities, sit on committees and associations, both internal and external, when requested by the Director.
- Participate in general workplace duties as assigned.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.

- Follows all guidelines for employees and employers as legislated under the Ontario *Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal: daily communication with Engineering & Environment staff, frequent communication with Director, and with other Township employees, human resources, union representatives.

External: residents, contractors/vendors, developers, provincial ministries or agencies, external trainers, and consultants.

WORKING CONDITIONS:

- Normal office environment working conditions apply when completing administrative tasks.
- May be times where outdoor work is required.
- Ability to respond after hours as needed to operational situations.
- Additional work outside of regular office hours during construction projects and for attendance at Council and public meetings, as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.