

Job Title:	Manager of Infrastructure
Department:	Infrastructure
Reports To:	Director of Infrastructure
Salary Range	Band 10, 40 hours per week
Last Update:	August 2021

Job Summary:

The Manager of Infrastructure is responsible for ensuring all construction, maintenance and general work activities by contractors or internal staff is in accordance with the municipal guidelines, contract plans, specifications, as well as with applicable codes and safety regulations. The Manager of Infrastructure supervises the service area in the absence of the Director of Infrastructure and/or Municipal Works Foreperson.

Primary Duties and Responsibilities:

- a) Comply with and perform duties in accordance with the Code of Conduct and ensure all staff comply with and perform their duties in accordance with the Code of Conduct.
- b) Conduct regular meetings to review Township policies and Standard Operating Procedures to ensure all employees comply with Township Health and Safety policies and the Occupational Health and Safety Act.
- c) Assist with managing all department staff and provide guidance and direction, as required, conduct performance reviews, assign work, schedule time off, schedule training, administer discipline and recommend to the Director of Infrastructure the appointment, suspension or dismissal of staff in accordance with the collective bargaining agreement.
- d) Ensure staff proficiency and ability to comply with current standards and protect the municipality from liability.
- e) Assist HR & the Director of Infrastructure with promotions and succession planning.
- f) Assist the Director of Infrastructure in the preparation of the annual budget and the Ten-Year Capital Forecast as it relates to the Infrastructure projects taking into consideration road conditions, usage and maintenance demands and the Roads Needs Study, Bridge Study, development Charges Study, drainage Study and available grants and Council recommendations.
- g) Assist with the review and authorization for all Infrastructure accounts for payment including payroll, equipment and supplies. Confirm staff and contractors/suppliers receive correct compensation for services and that the Purchasing Policy is adhered to.
- h) Liaison with Transport Canada and Railway officials regarding crossings.
- i) Liaison with public utilities.

- j) Provide management and direction for the maintenance and construction of all Works related infrastructure including roads, bridges, culverts, drainage, storm ponds, street lighting, works buildings, trails and municipal parks all in accordance with Council bylaws and polices including the Engineering Design Standards, governmental Legislation and budgetary guidelines.
- k) Assist with Fleet Management for the Township, ensuring all vehicles and heavy equipment are maintained and properly licensed.
- l) File information and provide expert witness in court prosecutions, as required.
- m) On call and available, to be able to respond to emergencies or arrange to have the Foreperson or Crew Leader available.
- n) Assist in ensuring the safety of the public by repairing, correcting or barricading Works infrastructure with the least possible delay, to prevent further deterioration to the infrastructure and/ or prevent accidents to users and to the act promptly in all cases of an emergency.
- o) Participate on the Emergency Management Community Control Group.
- p) Assist with managing customer relations by responding to enquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.
- q) Supervise all assigned staff and provide guidance and direction, as required.
- r) Maintain logs of the operation of the department including details of work performed and labour, equipment and materials disposition.
- s) Update SOPs, and recommend new SOPs to the Director of Infrastructure, as required.
- t) Carry out, or train to carry out the duties of the Township Drainage Superintendent.
- u) With the Foreperson Conduct regular tailgate meetings to review Township policies and SOPs to ensure all employees comply.
- v) Follow prescribed health and safety procedures including wearing personal protective equipment, and operate equipment safely and competently.
- w) Remain knowledgeable of governmental legislation including the Highway Traffic Act, Minimum Maintenance Standards, CVOR, Weed Act, Drainage Act, and Health and Safety Act, etc.
- x) Stay current with regulations and best practices for methods of construction, maintenance and use of equipment and provides advice to consultants, contractors and the public, as required.
- y) Act as a liaison between the contractor, internal staff, utilities companies, local municipalities, outside agencies, etc. as required.
- z) Receive requests, obtain estimates, update records, initiate paperwork and follow up on requests for approval of work not previously covered in the contract and process and obtain approval of contract changes.
- aa) Assist and Coordinate the negotiation of all construction and maintenance contracts.
- bb) Interpret contract provisions to help resolve claims and questions submitted by contractors.

- cc) Assist in compiling and preparing bid documents and bidders list, including inquiry preparations, request for bids and recommendations for award of contract.
- dd) Report and inspect Noxious weed complaints and recommend removal procedures.
- ee) Undertake other duties as assigned by the Director of Infrastructure in accordance with corporate objectives.

Supervisory Responsibilities:

- Summer LCPW Harvesting (2-4 persons)
- Mechanic and Mechanic apprentice

Assists in Supervising:

- Foreperson
- Crew Leaders
- Heavy Equipment Operators
- Laborer's
- Part time and Summer Staff

Education, Experience and Qualifications:

- Minimum 3-year community college diploma in business or engineering.
- Certified Engineering technologist (CET) considered an asset.
- Minimum Three (3)-year's contract management and Construction site supervision experience preferable at a municipal level.
- Experience with surveying and laser leveling survey systems.
- Project Management would be an asset.
- Possession and maintenance of a valid unrestricted Ontario Class "G" Driver's Licence.
- DZ licence an asset.
- Knowledge of construction and municipal laws, by-laws and regulations (environmental, health and safety, and Ontario traffic manuals Book 5,6,7,&11)
- Skill in negotiating, writing and interpreting contractual agreements & construction documents.
- Effective verbal, oral and written communication skills.
- Must be highly organized, attentive to detail and able to multi-task.
- Proven ability to deal effectively with people in difficult situations.
- Experience in analytical and problem solving, investigation, evidence-gathering techniques.
- Experience in public education and awareness.
- Experience in administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes.
- Proficient in Microsoft Office applications.
- WHMIS.

Required Certifications:

- Valid unrestricted Ontario Class “G” Driver’s Licence.

Is this Job Regulated:

- Highway Traffic Act
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This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.