



Job Profile

Assistant Manager, Engineering

TITLE: ASSISTANT MANAGER ENGINEERING

DEPARTMENT: ENGINEERING

DIVISION: PUBLIC WORKS

PURPOSE OF JOB:

The Assistant Manager, Engineering is accountable for the creation and implementation of all Public Works asset related strategic plans and ensuring the long-term sustainable growth of the Town and will undertake the asset management initiatives for the Public Works Division and lead the development of asset management corporately.

REPORTS TO: MANAGER, ENGINEERING

MAIN RESPONSIBILITIES:

- Developing and implementing the Asset Management planning function for Public Works assets including:
 - The identification of capital requirements resulting from changes to levels of service, regulatory and legislative changes and other considerations;
 - Coordinating long range infrastructure planning objectives to support development growth and replacement/expansion of existing infrastructure; and
 - The development of long range operational and capital financial plans and funding sources associated with Public Works assets.
- Developing and leading a Corporate-wide Asset Management Strategy and roadmap initiatives that improve Asset Management processes, technologies and data.
- Preparation of the Town's consolidated Asset Management Plan and subsequent annual updates. This position is responsible for ensuring all departments are providing required information by specific dates to meet reporting deadlines to ensure compliance with O.Reg. 588/17.
- Updating and implementing the Town's Asset Management Policy.
- Establishing and reporting on Public Works levels of service delivery as they relate to growth management.
- Supporting all divisions in coordinating asset inspections and condition assessments of municipal infrastructure assets through consultants and internal staff.
- Procuring and implementing tools and software that will allow for more advanced administration and analysis of the Town's assets and asset management processes as part of continuous improvements.
- Works in collaboration with the Manager to develop the long-range planning, design, implementation and administration of various special projects and studies with specialized attention to asset management, environmental and sustainable initiatives.
- Works closely with internal departments in the development of growth and renewal infrastructure planning studies and reports, including Master Plans, major infrastructure studies, needs reports, Environmental Assessments, and other research and special projects.
- Planning and coordinating the implementation of Master Plans related to; active transportation initiatives; public transit services and transit fleet management; sanitary and storm collection and pump stations; stormwater and wastewater treatment facilities.
- Assists with the engineering component of the Town's Development Charges Background Study and related policies and By-laws.
- Attending Development Review Team meetings and collaborating with the Engineering Department



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- Experience with fleet and facilities management is an asset.
- Experience with public transit operations and/or strategic transit planning is an asset.
- Experience leading, motivating and managing a team of multi-disciplinary staff and project teams in a complex high volume workload environment while balancing stakeholder, political and community interests.
- Excellent skills in communicating with elected officials, the public, and ensuring quality customer service.
- Working knowledge of legislation and regulation applicable to municipal infrastructure.
- Strong leadership, communication, organizational and negotiation skills.
- Valid Class G2/G Driver License with a satisfactory drivers record as deemed by the corporation and access to a reliable vehicle for work is required.
- Must obtain a Satisfactory Criminal Record Check upon employment.

WORKING RELATIONSHIPS:

Internal:

- Council - Information is provided to Council regarding asset management and other special projects on a regular basis.
- Public Works Managers - Managers within the Public Works Division require regular information to assist with the ongoing Operating and Capital Budget programs.
- Finance Department – Collaborate on financial strategies through the corporate budget process to ensure the long-term sustainability of Public Works assets.
- Planning Department – Collaborating and updating of the Town's Official Plan and development standards/guidelines as required.
- Division Directors – Provide information and support to all divisions to ensure compliance with asset management regulations and promote best practices.

External:

- General Public - Regular communications to provide information regarding asset management procedures, financial plans and other project inquiries. Provide and ensure that GIS data is updated and available to the public.
- Neighboring Municipalities and County of Northumberland – Regular communications regarding the sharing of information related to the management of municipal infrastructure and shared services opportunities.
- Consultants, Developers, Contractors – Provide technical information and advice as needed and maintain effective working relationships.

WORKING CONDITIONS:

- Hours of work are Monday to Friday 8:30AM to 4:30PM (35 hours/week).
- This position may be required to work evenings, weekends and respond outside normal working hours as required.
- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.



Job Profile

Assistant Manager, Engineering

Wills

February 22, 2022

Director Signature

Date

Hayson

Feb 23/2022

CAO Approval Signature

Date

Original: February 2022

Revised: