The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hour's driving distance from Toronto. Set in a picturesque natural setting, Guelph is known for its rich architectural heritage, growing economy and excellent quality of life - all good reasons to consider a career in this beautiful city.

Job summary
Resumes are being accepted for the position of General Manager, Engineering and Transportation Services/City Engineer. Reporting to the Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise (DCAO-IDE), this position will lead the long-term direction and strategic orientation of the Engineering and Transportation Department consistent with the City's Strategic Plan. Demonstrating a visible and positive leadership example, and making recommendations to support continuous improvement efforts, you will position the department at the leading edge of design and construction of municipal infrastructure, transportation planning and transportation engineering, infrastructure, development and environmental engineering, technical services, and corporate asset and project management. The General Manager/City Engineer will also be expected to work collaboratively with other leaders across the organization in the review and implementation of strategic organizational projects and programs. Guided by the goals and objectives of the City’s Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will provide professional advice, guidance and policy development while aiding in the achievement of the Community Vision – to be the city that makes a difference.

Duties
Leadership

- Provide visible and positive leadership to staff consistent with the commitments of the City’s Leadership Charter, developing and nurturing a work environment that is inclusive, respectful and motivating for staff.
- Lead by example and function as a mentor to team members with focus on staff development.
- Act as the official signatory of City engineering drawings, plans and documents.
- Provide comprehensive advice and reports on engineering and transportation issues to Council, Committees and Community representatives/partners.
- Act as advisor to the DCAO-IDE and the Executive Team providing technical advice and problem solving assistance related to all aspects of municipal engineering.
- Act as key spokesperson for the City on municipal engineering matters.
- Maintain good working relationships with all stakeholders, including Council, the Executive Team, General Managers and Managers, all staff, the media and the community at large.
• Provide leadership in the ongoing identification and tracking of best practices including benchmarking to recognized leaders in the areas of municipal engineering; identify needs with respect to best practices and effectively advocate for change and required resources; participate in industry conferences/seminars.
• Make recommendations to support continuous improvement efforts to position the department at the leading edge of municipal engineering.
• Lead the implementation of improvements identified through Building Partnerships and Setting the Course initiatives.

Division Management

• Establish long-term direction/strategic orientation for the department consistent with the Corporate Strategic Plan.
• Establish annual objectives for the department and for staff and evaluate performance against established departmental key performance indicators and industry best practices; initiate corrective action as required.
• Establish a quality assurance program to monitor the delivery of engineering services to the community, ensure timely communication to stakeholders on engineering projects and follow up on customer complaints/inquires and initiate corrective action where required.
• Ensure compliance with City policies, Council resolutions / by-laws and applicable federal and provincial legislation.
• Direct the preparation of studies, plans, guidelines and technical specifications for City’s municipal infrastructure.
• Coordinate technical review of project designs, cost estimates and contract specifications and monitoring as required or requested for significant municipal infrastructure construction projects undertaken by the department.
• Respond verbally and in writing regarding issues related to the department’s service delivery from members of Council, the general public, media, other staff, departments, and customers.
• Establish policies, operating procedures, work methods and standards for the department and for contracted services; monitor performance and initiate corrective action as required.
• Recommend staff reports and presentations to the DCAO-IDE, communicating information and recommending program changes.
• Develop and maintain a working relationships with local developers, counterparts in other municipalities; representatives of professional associations; federal and provincial government officials.
• Prepare, present and manage the department’s capital and operating budgets.
• Monitor and report budget variance, and implement corrective action as required.
• Review proposals, tenders and purchase requisitions requiring approval for the department on contracted services in accordance with established policies.
• Act as a technical resource to other departments and develop collaborative partnerships agencies, utilities, adjacent municipalities, residents, property owners, developers and contractors on matters relating to engineering and transportation.

Qualifications

• Extensive experience related to the duties listed above, normally acquired through the completion of a Bachelor of Applied Science in Civil Engineering or equivalent Engineering Degree and extensive management-level responsibility in the municipal engineering field. Candidates with equivalent combination of education and experience may be considered.
• Registered as a Professional Engineer with the Professional Engineers of Ontario.
• Leadership skills acquired through considerable experience leading and motivating staff.
• Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
• Skilled in effective project/program management techniques.
• Excellent communication skills with the ability to communicate with all levels of staff, stakeholders and the general public including preparation of reports and presentations.
• Excellent organizational, communication, interpersonal and public relations skills.
• Commitment towards continuous learning, growth and the achievement of high performance.
• Ability to successfully manage budgets and achieve performance targets.
• Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
• Excellent project management, organizational and problem solving skills.
• Commitment to continuous improvement and customer service.
• Able to manage multiple and changing demands and priorities.
• Intermediate skills in Microsoft Office (Word, Excel, Outlook and PowerPoint) and project management software.
• Knowledge of the Occupational Health and Safety Act.
• Must possess a valid Class “G” driver’s licence with a good driving record. Successful candidates will be required to provide a current driver’s abstract prior to their start date to confirm their license is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.

How to apply
Qualified applicants are invited to apply using our online application system by Sunday September 29, 2019. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the “Apply for this job” button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.