

Manager, Technical Services

The City of Guelph is a vibrant community with over 120,000 people located in the heart of Southern Ontario, just one hours 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 Manager, Technical Services within the Engineering and Capital Infrastructure Services Department. Reporting to the General Manager/City Engineer, this position will provide leadership and manage the work of the technical team providing support to the Engineering and Capital Infrastructure construction program. Guided by the goals and objectives of the City of Guelph Corporate Administrative 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

- Manage the technical services staff involved in the Engineering and Capital Infrastructure construction program by providing technical direction and support.
- Prepare estimates and tenders, and provide contract administration for up to 50 capital and site services projects annually including phasing and timing of projects and road closures.
- Oversee the planning, review and approval process to permit utility or private works within City-owned rights-of-way.
- Review and provide technical comments on various development applications such as Committee of Adjustment, Zone Change, and Site Plan submissions.
- Liaise and negotiate with consultants, contractors and developers on engineering and related matters relative to contracts, agreements and standards, and maintain continued contact with the industry regarding standards and specifications for municipal construction.
- Prepare annual work program for division.
- Prepare reports and presentations on Technical Services issues for Council, Community representatives and partners.
- Ensure compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Participate on technical committees in the development of policy, review of practices for municipal construction, etc.
- Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
- Build and maintain positive working relationships with co-workers, other civic employees and public using principles of good customer service.

- 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 technical services division.
- 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.
- Responsible for staff supervision, including health and safety, performance appraisals, learning and development.
- Contribute to the departmental leadership team and corporate initiatives.
- Develop and monitor operational budget for division and assist with divisional capital budget projects.
- Administer development accounts for site servicing and process payments for capital and development projects.

Qualifications

- Considerable experience related to the duties listed above, normally acquired through a post-secondary education in Civil Engineering or related field and considerable experience in municipal construction. Candidates with an equivalent combination of education and experience may be considered.
- Must be certified or eligible for certification as an Engineering Technologist by O.A.C.E.T.T.
- Leadership skills acquired through considerable experience leading and motivating staff.
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent communication, organization 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), project management software.
- Experience with AUTOCAD/Civil 3D would be considered an asset.
- Working knowledge of the Occupational Health and Safety Act.
- Registered as a Professional Engineer with the Professional Engineers of Ontario would be considered an asset.
- 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.

Rate

\$89,808.07 - \$112,260.09

How to apply

Qualified applicants are invited to apply using our **online** application system by **Sunday April 21, 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.