

MANAGER OF DESIGN AND CONSTRUCTION

Organization:	Town of Oakville
Job Term:	Full-time
Salary:	\$113,916 - \$136,755
Job ID:	1075-001
Call No:	1784

Reporting to the Director of Engineering and Construction, the Manager of Design and Construction will manage a team that delivers all phases of engineering and project management in support of the town's capital works programs for transportation and storm water infrastructure including studies and investigations, coordination of land acquisition and utility works, preliminary and detailed engineering design, public meetings, permits and approvals, contract drawings and specifications, tender and contract administration, quality control and quality assurance.

What can I expect to do in this role?

As the Manager of Design and Construction you will:

- Lead the development of a strategic vision, goals, objectives and work plan for the division
- Manage all work associated with the design and construction of transportation and storm drainage infrastructure projects (e.g. roadways, bridges and culverts and storm sewers) including project planning and budgeting; public notification, updates and consultation; review and approval of drawings; tender and award of contracts; project meetings and presentations; management of consultants and contractors; coordination with external agencies and other town projects; permit applications; inspection; material testing and quality control, related studies and contract administration.
- Develop sectional operating budgets and forecasts and assist with/contribute to the development and approval of capital project budgets and forecasts.
- Develop, update and/or adopt requirements and specifications for contract work, engineering and construction standards for town infrastructure.
- Implement and support effective systems for project management, performance measurement, benchmarking, and cost analyses.
- Staff recruitment, selection, training, coaching/mentoring, monitoring of working conditions, and other labour relations responsibilities. Oversee recruitment of seasonal technical staff and students to meet construction peaks and other assignments. Review employee performance on a regular basis and take corrective actions as required.
- Communicate effectively and represent the Corporation and the Department in a professional and courteous manner.
- Lead and/or represent the department as a member of various study teams, technical/administrative committees, working groups, task forces, etc.
- Prepare and review staff reports. Conduct, attend and/or make presentations to meetings of the public, stakeholder groups, senior management, Committees, Town Council, etc.
- Respond directly and/or otherwise initiate and ensure investigation and suitable follow-up response to inquiries, complaints or requests for service from the general public, residents, emergency services, other departments, senior management and members of Town Council.
- Provide documentation and evidence to support the Town's risk management, insurance and legal representatives in addressing damage or liability claims.
- Provide testimony/evidence on behalf of the town before boards, commissions, hearings, etc.
- Perform other duties as assigned.

How do I qualify?

The ideal candidate will have a university degree in Civil or Environmental Engineering or related field plus designation as a licensed Professional Engineer (P.Eng.) in good standing in the Province of Ontario. Your formal education is augmented by a minimum of 8 years directly related experience in progressively responsible positions that have resulted in outstanding leadership complemented by a highly developed understanding of construction, design and engineering best practices as well as project and budget management.

In addition, your experience includes:

- Extensive knowledge of engineering principles associated with transportation and storm sewer projects.
- Practical experience in construction methods, materials and processes as well as thorough knowledge of design standards, regulations, health and safety requirements, contract tendering and administration.
- Demonstrated leadership skills including integrity, respect for others, self-awareness, emotional maturity, strong listening skills and the ability to embrace change.
- Excellent management skills in order to manage resources, empower others, be decisive and accountable.
- Strong communication, negotiation and customer service skills to deal effectively with internal and external stakeholders.
- Highly developed project management skills, strong negotiating and scheduling abilities.
- Sound analytical, decision-making, problem solving, financial control, organizational and leadership skills.
- Budgeting and finance knowledge and skills to develop the 10-year Capital Program and manage a large operating budget. This includes project scoping, costing, financing and prioritization.
- Technical expertise to act as the town's "expert" relating the all aspects of construction and design.
- Comprehensive knowledge of Occupational Health & Safety legislation and practices/processes.
- Demonstrative human resources management skills.

- Knowledge of corporate and department policies & procedures.
- Computer literacy utilizing MS Office software applications and database management techniques as well as GIS and CAD.

Core Knowledge Required for Success:

You are an experienced leader with a comprehensive knowledge of:

- Current and future practices, trends, technology and information relative to civil (transportation and storm sewer) engineering, design and construction, design and engineering.
- Acts, regulations and directives as these apply to design, construction, and municipal engineering projects.
- Government decision-making processes.

Leadership Competencies:

- Strategic Thinking
- Engagement
- Management Excellence
- Accountability and Respect

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

We offer:

- a progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things
- a defined benefit pension plan
- comprehensive health plan complemented with life and disability insurance

Applications will be accepted on-line at www.oakville.ca in the current opportunities section no later than midnight on **September 20, 2019.**

DATED: September 3, 2019

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies
The Town of Oakville is an Equal Opportunity Employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca

