



## Job Posting

<b>Job Title:</b>	<b>Supervisor of Engineering</b>
<b>Department:</b>	Public Works
<b>Reports to:</b>	Manager of Engineering
<b>Rate of Pay:</b>	\$107,453.55 - \$121,376.28 per annum
<b>Posting Date:</b>	March 13, 2024
<b>Posting Deadline:</b>	April 1, 2024

### Summary

Reporting to the Manager of Engineering, the Supervisor of Engineering is responsible for the review and approval of development applications with respect to engineering design standards, practices, guidelines, and Town requirements ensuring proper infrastructure is established through new development. The Supervisor of Engineering will work closely with the Planning Department throughout the planning process to ensure an efficient and consistent level of service is provided internally and externally while processing development applications. The position will oversee all items related to infrastructure and engineering for development, ensure proposed development complies with municipal infrastructure capacity requirements, oversee the construction activities related to development, and ensure proper financial contributions and securities are managed.

The Supervisor of Engineering will be responsible for leading and assisting with engineering studies, environmental assessments, master plans, and planning studies regarding storm, sanitary, water, transportation, etc. Also, this individual will oversee and administer the right-of-ways permit process, including the traffic calming policy.

### Primary Duties and Responsibilities

1. Responsible for engineering and infrastructure oversight for the Town's development portfolio.

2. Provide comments and guidance to the Planning and Development Department, developers, engineering consultants, Agencies, and other stakeholders regarding development applications.
3. Review, comment, and approve engineering drawings and reports for development applications with regards to storm sewers, storm water management, sanitary sewers and pump stations, roadways, active transportation, traffic engineering, street lighting, and utilities.
4. Ensure development complies with current and future municipal services capacity limits.
5. Administer approvals for linear infrastructure including water, sanitary, and storm under Consolidated Linear Infrastructure Environmental Approval Certificate program.
6. Provide instruction and input on developer's agreements.
7. Advise on pre-consultation meetings and development proposals as they are submitted from the perspective of engineering/infrastructure feasibility.
8. Establish and track financial securities and contributions related to development activities, including approval of securities release.
9. Coordinate and attend on-site construction meetings with consultants and contractors throughout the development and construction process.
10. Respond to Council and resident inquiries regarding development construction issues.
11. Prepare and present reports to Council, Committee of Adjustment, and Public Planning Committee.
12. Lead and/or assist with engineering studies, analysis, master plans, environmental assessments related to the Town's infrastructure.
13. Lead the Town's Utility Coordination Committee (UCC) with partner utility companies.
14. Oversee the application and approval process for construction works within the Town's right-of-ways.
15. Oversee the Town's traffic calming policy.
16. Lead various capital work infrastructure projects as required.
17. Review, recommend, develop, and maintain departmental policies, standards, and procedures as required.
18. Provide supervision, guidance, and support to employees.
19. Provide direction to departmental staff on a project-by-project basis.
20. Receive, approve, and code divisional invoices.
21. All other duties as assigned.

## Qualifications

- University Degree in Civil Engineering
- Licensed as a Professional Engineer (P. Eng.) in the Province of Ontario in good standing
- Minimum of 5 years related experience including technical design, civil construction, or project management

- Knowledge and understanding of current engineering design standards and guidelines
- Knowledge and understanding of legislation related to municipal infrastructure, Ontario Health and Safety Regulations for construction and inspection projects
- Excellent analytical, organizational, and problem-solving skills
- Strong interpersonal and negotiation skills; ability to deal with conflict situations
- Strong verbal and written communication skills
- Proficient knowledge of Microsoft Office (Word, Excel, Outlook)
- Hold and maintain a valid Class “G” driver’s licence

### **Qualifications Considered Assets**

- Ability to utilize AutoCad
- Ability to utilize various infrastructure design and/or modelling programs

### **Working Conditions**

- Duties shall primarily be performed indoors, however some outdoor duties will be required in all weather conditions
- Safety equipment as required (i.e., safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use desktop computer and peripherals
- Periodic local and out of town travel required
- Operation of a motor vehicle

### **Hours of Work**

- Primary hours of work are Monday to Friday (35 hours), day shift
- Attend after-hour Council and Committee meetings, Town events, and construction related activities as required

### **Physical Requirements**

- Physical work environment requiring extended periods of walking, standing, and sitting

### **Leadership Responsibilities**

- 2 FTE’s (full-time employee)

### **Application Process**

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of

candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Please submit resume and cover letter in confidence to:

[hr@lasalle.ca](mailto:hr@lasalle.ca)

Town of LaSalle

Attn: Human Resources

5950 Malden Road

LaSalle, ON N9H 1S4