



# The Corporation of the Town of Midland

invites applications for the position of

## Executive Director of Environment and Infrastructure

(permanent full-time, 35 hours per week)

Join our innovative team of collaborators who are passionate about providing exceptional municipal services to our community. We strive to help our employees to reach their professional goals through rewarding projects, collaborative team environments, and professional development. The Town of Midland is committed to increasing overall employee health and wellness and we are dedicated to supporting flexibility and providing employees with a better work-life balance.

### We Offer:

Work-life Balance & Flexibility	OMERS Pension	Perks & Discounts	Paid Time Off	Wellness	Extended Health Benefits
	Supporting our Community	Personal & Professional Development		Fun & Fostering Environment	

### The Opportunity

The Executive Director of Environment & Infrastructure provides high level leadership, vision and guidance to a large staff complement of both non-union and unionized employees. The Executive Director provides highly effective advice and support to the Chief Administrative Officer with respect to the development and implementation of policies and identification of strategies to address the evolving environment and infrastructure needs of the Town.

#### What you will do:

- Provides guidance and input on inter-divisional planning and strategic initiatives; provides advice/opinion/counsel to CAO concerning environment and infrastructure related matters.
- Oversees the preparation and/or prepares environment and infrastructure related reports.
- Provides leadership and direction to division staff within the Environment and Infrastructure Department.
- Participates as a member of the Corporation’s Senior Management Team, in the overall management of the Town.

#### What you will need:

- A post-secondary degree in Public Administration, Engineering or a closely related field from a recognized college or university.
- 5-10 years of experience and demonstrated working knowledge of municipal legislation/regulations in a union environment preferred.
- 5-10 years of senior leadership experience.
- Class “G” Driver’s Licence and a reliable vehicle for use on corporate business.
- Strong leadership, analytical, interpersonal and change management skills to deliver complex, multifaceted projects/studies.

Please see the attached job description for further details. The successful candidate will be required to complete a Criminal Record Check, in accordance with the duties of this position.

**This position offers competitive total compensation including an hourly wage range of \$68.91 to \$86.14, 35 hours per week.**

**Application:** If you are interested in this opportunity, apply directly through our ADP Applicant Tracking System (ATS). Instructions on how to apply to this opportunity (or other postings) can be found on our [website](#). No phone calls please.

**This posting closes on [Thursday, May 16, 2024 @ 11:59 p.m.](#)**

*We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.*

*As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.*

*The Town of Midland is committed to providing accommodation based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.*



## Town of Midland - Job Description

**Position Title:** Executive Director of Environment & Infrastructure

**Department:** Environment & Infrastructure

**Reports To:** Chief Administrative Officer (CAO)

### Position Summary

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Under the direction of the Chief Administrative Officer (CAO), the Executive Director of Environment & Infrastructure provides high level leadership, vision and guidance to a large staff complement of both non-union and unionized employees within the Environment & Infrastructure division, including the Engineering, Water & Wastewater, Operations – Roads & Parks Maintenance, NSSRC & Recreation, Transit, Fleet & Facilities, departments/groups. This position oversees the priorities of assigned departments and divisions according to the strategic framework, ensuring the organization has the capacity and resources to meet its strategic goals and directives of Council. The Executive Director provides highly effective advice and support to the Chief Administrative Officer with respect to the development and implementation of policies and identification of strategies to address the evolving environment and infrastructure needs of the Town.

### Duties & Responsibilities

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#### Strategic Leadership

- Provides guidance and input on inter-divisional planning and strategic initiatives; provides advice/opinion/counsel to CAO concerning environment and infrastructure related decision-making and on sensitive/controversial issues.
- Coordinates the preparation of departmental operating budget and recommends longer-range fiscal forecasts; administers and monitors the approved budget including authorization of expenditures and maximization of revenues.
- Collaborates with the Director of Finance/Treasurer in the preparation of the Town's annual Operating and Capital Budgets for presentation to the Finance Committee.
- Serves as the point person on key environment and infrastructure strategic initiatives and provides general guidance as needed to Council and employees of the Town, which may include duties in the absence of the Chief Administrative Officer.
- Participates in joint problem-solving meetings with divisions or other departments to find solutions and provides recommendations to address matters of strategic importance for the Town.

#### Environment & Infrastructure Services

- Oversees the effective, efficient economical operation of all assigned departments. Leads and ensures the responsible utilization of resources in accordance with sound management practices, administrative guidelines, Town Policies, and governing legislation & regulations.
- Monitors and ensures through staff requirements that safe drinking water under the Ministry of the Environment Conservation and Parks Acts and Regulations is constantly provided. Acts as the designated professional as required under legislation.
- Provides leadership and guidance to staff in the monitoring and evaluation of water operations to ensure compliance with the MECP licensing and DWQMS requirements.
- Oversees the preparation and/or prepares regular & special environment and infrastructure related reports and presents compliance and operational issues to Council for consideration and approval.

- Acts as the Town Engineer to ensure high quality engineering standards and compliance regarding development and capital works. Ensures provincial engineering standards are adhered to with staff and external consultants.
- Acts as Ex Officio member of all Committees created by Council pertaining to assigned departments.
- Develops and approves long term capital plans to ensure asset efficiency and effectiveness; introduces strategies to mitigate long-term financial risk to the Town and ratepayers.

### **Service Delivery Support**

- Works closely with divisional/departmental Directors & Managers to ensure a high level of commitment to public service in delivery of the goals and priorities set by Council.
- Promotes positive public relations in dealing with the residents, ensuring inquiries and complaints are addressed according to the service delivery standards of the Town.
- Develops and fosters close working relations with various external government agencies, developers, consultants and associated professional groups.
- Undertakes special projects as assigned, in accordance with corporate objectives.
- Performs as the Chief Administrative Officer during the absence of the CAO or when called upon through a formal rotation as determined by CAO.

### **Department Leadership**

- Provides leadership and direction to division staff within the Environment and Infrastructure Department.
- Plans, develops, and implements departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Ensures proper and effective staffing through recruitment and selection, learning and development processes, as well as provides direct supervision, mentoring, coaching and development of staff.
- Provides effective supervision of all assigned leaders through counselled leadership and via an effective management team.
- Provides positive leadership to assigned staff fostering a work environment that is inclusive, respectful, and motivating.
- Evaluates the performance of and provide training and development opportunities for staff.
- Manages and coordinates the professional services that are purchased by the Department including independent contractors and service providers.
- Develops and has full responsibility for administration of the assigned budget(s).
- Works in compliance with, and ensures staff are knowledgeable of and in compliance with, the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and performs safe work practices.

### **Senior Leadership**

- Participates as a member of the Corporation's Senior Leadership Team, in the overall management of the Town. The senior management team, functions as a team to execute the following shared responsibilities:
  - provides strategic leadership and direction to the Town;
  - ensures alignment and coordinated leadership of all functional areas and services;
  - ensures effective operating systems across the organization;

- sets and ensures operating standards, consistent with policies and municipal by-laws;
- consults and makes decisions on matters that impact multiple work teams or services;
- manages risk, addresses problems and assesses opportunities on an ongoing basis;
- ensures health and safety and positive work environment for employees;
- reviews policy and addresses issues related to policy and procedures; and
- supports and enables the work of the CAO and Council, as required.

## **Team Member**

- Works as a team player promoting a positive and professional work environment and conducts the role with integrity and respect.
- Acts as an Ambassador throughout the community, positively representing the Town.
- Abides by the policies and procedures of the Town.
- Abides by the Occupational Health and Safety Act, and works in a manner that is safe, reporting incidents immediately to direct supervisor.
- Performs other duties as assigned in order to meet the overall goals and objectives of the Town.
- Operates within the culture and core values of the organization.
- Maintains knowledge and expertise in relevant fields.

## **Qualifications and Requirements**

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- A post-secondary degree in Public Administration, Engineering or a closely related field from a recognized college or university, a Master's degree is a definite asset.
- A Professional Engineers designation and license in Ontario is considered a strong asset.
- 5-10 years of experience and demonstrated working knowledge of municipal legislation/regulations in a union environment preferred.
- 5-10 years of senior leadership experience required.
- Experience in corporate strategic planning process, annual budget process and financial reporting/forecasting.
- Class "G" Driver's Licence in good standing and a reliable vehicle for use on corporate business.
- Extensive experience in the administration of major programs or projects.
- Experience in the delivery and integration of customer service best practices.
- Strong political acumen with demonstrated ability to understand council and community expectations with the ability to translate that knowledge into annual departmental work plans.
- Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner.
- Strong leadership, analytical, interpersonal and change management skills to deliver complex, multifaceted projects/studies.
- Experience in the delivery and integration of customer service best practices.
- A strong commitment to ongoing professional development.
- Demonstrated ability to build high levels of credibility within diverse work groups as well as the ability to develop productive partnerships with a range of stakeholders.
- Ability to balance multiple diverse priorities, often with conflicting timelines.
- Demonstrated computer proficiency and advanced knowledge in the use of MS Office.
- An equivalent combination of education and experience may be considered.

## **Effort/Physical Demands**

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- Physical demands requires standing, walking and extended periods of sitting.
- Visual attention for detailed computer work, for health and safety compliance and personal safety while on the job.

## **Working Conditions**

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- Works in standard indoor office environment, with occasional time spent in the operational environment and/or locations external from the Town, as required.
- Normal work week is 35 hours, Monday to Friday with a one-hour unpaid lunch.
- Ability to work outside of standard office hours for attendance at meetings, including Council, Board/Committee meetings or hearings.
- May have dealings with unpleasant or irate individuals.