



Position Title: Manager, Roads and Asset Management

Type: Permanent Full-time, Non-union

Compensation: \$64.56 - \$75.53 per hour (\$117,449.20 - \$137,464.60 per Year)

Hours: 35 hours per week

Vacancy: 1 existing vacancy

About the Role:

Elgin County is guided by four core values—Respect, Integrity, Collaboration, and Service Focus. These principles shape how we work, how we behave, support our collective success, and ensure strong alignment across our organization.

Reporting to the **Director of Engineering Services**, the **Manager of Roads and Asset Management** is responsible for leadership, technical direction and effective oversight of the County's capital program for transportation assets. This includes long-term infrastructure planning, capital project delivery, development engineering review, and ensuring compliance with all applicable engineering standards, County bylaws and provincial legislation. The role leads a multidisciplinary team of external Consultants, Contractors and in-house technical staff in fostering a culture of collaboration, innovation, safety and continuous improvement.

Your responsibilities include:

- Provides supervisory oversight, evaluation and performance management of the Road Operations Coordinator, GIS Coordinator, as well as seasonal staff and fosters a positive and effective working relationship.
- Coordinate with utility companies for municipal infrastructure projects, relocation requests, new connections and provide support to ensure municipal standards are adhered to.
- Undertake the County's Duty to Consult with Indigenous Nations as required under the MCEA, provincial and federal grants or as otherwise required.
- Assists in the management of consultants and contract service providers, ensuring compliance with applicable health and safety regulations.
- Liaise with Local Municipal Partners (LMP's) for coordinated capital project deliveries and review LMP capital works on County roadways for compliance with County standards.
- Perform technical review of stormwater systems in accordance with the MECP's Consolidation Linear Infrastructure – Environmental Compliance Approval Process (CLI-ECA) and provide technical sign-off for assumption by the County.
- Provide oversight to GIS staff to ensure changes to County infrastructure are captured in GIS mapping and asset management software.
- Identifies and prepares funding (grant) applications as directed and acts as the technical lead for follow up reporting for successful grant applications.
- Monitors capital and operating budget expenditures to ensure budget compliance and ensures invoicing is costed appropriately to the correct cost center for quarterly reporting.
- Prepares and presents reports to Council Committees and County Council on all transportation related matters as required.
- Acts in the Director of Engineering Services capacity in their absence and as assigned.

- Oversee design processes, preparation of Contracts and specifications, requests for proposals (RFP), tendering, project management and contract administration (e.g. roads, bridges, culverts and storm sewers) for efficient delivery of capital works.
- Leads the County's Municipal Class Environmental Assessments (MCEA's) for new infrastructure or the expansion of existing infrastructure.
- Review stormwater management reports, functional servicing reports, noise studies, vibration studies, soil reports, traffic impact studies, and environmental site assessment reports as they relate to planning applications and participate in pre-consultation and development meetings representing the County engineering department to ensure proposed works meet County standards, protect the County's long-term interests and supports reasonable and sustainable growth.
- Assist in the development, review and subsequent updates of the County's Transportation Master Plan and Official Plan and facilitate changes as required.
- Recommends and prepares annual transportation capital and maintenance project priorities, and assists in the development of the department's budgets, taking into consideration funding sources from grants, reserves and other sources.
- Assist in the preparation and maintenance of the County's Asset Management Plan and assessment of the condition of County assets.
- Monitor trends, emerging issues and best management practices within the engineering field to ensure the County, division and organization is progressing with best management practices and updated technical guidance in the field of engineering.
- Prepares public notices, Notices of Construction, weekly updates to Council, and road closure information for the County Communications Department for effective and accurate distribution of construction notices, road closure information, public engagement and project updates.
- Respond to public and Council requests regarding the efficiency/adequacy of the existing County infrastructure and ongoing construction projects.
- Provides effective management and technical leadership of design and construction administration functions to ensure a high standard of customer service for the County and its' member municipal partners, ensuring compliance with all applicable regulations, guidelines, and best practices and standards.

Qualifications:

- A degree in Civil Engineering and licensed by the Professional Engineers of Ontario (P.Eng) preferred or an equivalent combination of education and experience.
- Five (5) to Seven (7) years' experience in transportation-based engineering. Prior Municipal transportation experience required.
- Advanced working knowledge of Federal and Provincial legislation, Ontario Provincial Standards, engineering and environmental standards, civil survey and drafting applications as they apply to road, bridge/structures, watermain, sanitary and storm water infrastructure design and construction practices and techniques.
- Knowledge and experience in project estimating, budgeting, asset management, and accounting.
- Strong contract management, mediation, negotiation and conflict resolution skills.
- Ability to provide technical guidance to diverse stakeholders.
- Effective time management and organizational skills.
- Strong interpersonal skills, ability to develop relationships and mentor staff.
- Ability to ensure a high level of confidentiality is maintained.
- Excellent communication skills, both written and verbal.
- Ability to utilize computer software as necessary, including Microsoft Office applications.
- Working knowledge of AutoCAD, ArcGIS and asset management software
- Valid Ontario Class G Driver's License with a clean driver's abstract and access to a personal vehicle to perform duties.

What You Can Expect as an Employee:

- Competitive compensation
- Comprehensive Benefit Package & OMERS Pension Plan
- Employee & Family Assistance Program (Homewood Health)

Apply now! To be considered, please complete the application process through our website <https://www.elgincounty.ca/careers/>.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

The County of Elgin is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the company will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities. Please inform the HR Department of the nature of any accommodation(s) to ensure your equal participation by emailing jobs@elgin.ca with the job title in the subject line.

*We thank all those that apply and appreciate your interest. **Only those applicants selected for an interview will be contacted.***