

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Division Head, Capital Projects & Infrastructure

Department:	City Infrastructure
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	As scheduled, Mon-Fri, 35 hours per week
Salary Range:	\$152,261.20 to \$168,786.80 annually
Work Location:	Operations Centre, 1955 Clements Road, Pickering, ON (Hybrid Remote)
Date Posted:	Tuesday, July 28, 2026
Deadline to Apply:	Tuesday, August 18, 2026

Job Summary

The incumbent is responsible for the strategic development and oversight of the Capital Projects & Infrastructure Division including budget development, administration, supervision, coordination, project management and financial control for multi-disciplinary capital works and infrastructure maintenance projects, including roads, bridges, sidewalks and streetlights. Responsible to oversee asset management planning for the City’s Core Engineering Infrastructure assets. Responsibilities are accomplished through the effective management of a skilled team of coordinators, inspectors, technicians, consulting engineers, and contractors.

Primary Responsibilities

- Directs and coordinates various functions of the Division through strategic planning and organizational oversight for the effective management of the Corporation’s Capital Projects and Infrastructure Services.
- Assigns work and provides supervision, technical advice and direction to divisional staff involved in all phases of project development such as concept and initiation, engineering design, estimating, agency approvals, construction and field inspection, contract administration, project management, and final acceptance of Capital Works and Infrastructure Projects. Checks work in progress and upon completion, ensuring compliance and sound engineering principles and best practices.
- Provides supervision, guidance, training and direction to Capital Projects & Infrastructure staff, and conducts employee performance evaluations and addresses disciplinary matters.
- Leads the preparation of municipal tender documents and specifications, design drawings, estimated quantities, and cost specifications. Liaises with the Finance Department during the tender preparation, advertising, and evaluation; and prepares memorandums and/or Reports to Council for the recommendation for tender awards.
- Prepares, monitors and maintains Capital and Current Budgets related to Capital Works and Infrastructure Projects, including forecasts of anticipated associated costs. Adjusts spending priorities when required to maintain budget compliance. Ensures required documentation and quantity review is completed for processing invoices and payment certificates.
- Oversees contract administration and construction inspection activities, including payment certificate approval, conflict resolution, contract negotiation and change orders.
- Reviews tender/quote payment quantities, invoicing and documentation required to recommend payments on Capital and Current Budget Expenditures. Ensures that adequate funding is available to meet the Corporation’s financial obligation.
- Supervises implementation of maintenance contracts such as bridge washing, line painting, curb and sidewalk repairs, streetlight maintenance, utility locating, and storm sewer repair/inspection.
- Oversees the development, maintenance and update of Asset Management Plans related to various municipal infrastructure.

- Provides professional and technical support and advice to the Director, Chief Administrative Officer, Members of Council, community associations and agencies and other departments regarding the City's Capital Projects and Infrastructure.
- Prepares a variety of reports and proposals as required and promptly reports on any adverse situations to the Director. Provides professional and technical support and advice to the Director on issues related to Capital Projects & Infrastructure, and legislative and regulatory requirements.
- Develops, monitors, evaluates, and initiates changes in Division policies, procedures, systems, and organization to ensure efficient and effective delivery of services.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-Secondary degree in Civil Engineering or related field.
- Member in good standing in the Professional Engineers Ontario (PEO).
- Successful completion of courses in Municipal Project Management, Construction Contract Law and Municipal Asset Management is an asset.
- Seven years of progressively more responsible work-related experience in all aspects of municipal infrastructure construction projects, to include at least three years at a supervisory level.

Knowledge, Skills and Abilities

- Demonstratable extensive and comprehensive working knowledge of City/Regional/Provincial construction standards, specifications, policies, procedures as well as all relevant legislative and regulatory requirements for Capital Works and Infrastructure Projects to ensure compliance.
- Demonstrated ability to administer all phases of contract preparation and administration as they relate to Capital Works and Infrastructure Projects.
- Above average communication skills and a strong customer service orientation to deal effectively with the public, staff, community group representatives, and public officials.
- Strong leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of staff.
- Ability to work with multiple priorities in an active environment.
- Demonstrated ability to exercise effective budget management.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- During employment there may be the requirement to drive a municipal vehicle, as such consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. Must possess a valid Class "G" Ontario Drivers licence. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected 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 is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

