

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Manager of Infrastructure

Permanent, full-time

Reporting to the Associate Director of Engineering, the Manager of Infrastructure provides design and project management expertise to oversee and manage the planning, design, and construction of capital improvement projects for the Public Works Department including transportation, waste management, and County facilities.

Major Responsibilities:

- Leads and manages the core engineering team composed of a Project Engineer, Senior Engineering Technician, Engineering Technician, Traffic and ROW Management Supervisor, Corridor Management Coordinator and Construction Contract Administrator.
- Responsible for the complete project management from planning, designing, tendering to construction administration and delivery of assigned municipal capital works projects, worth \$10-\$30 million annually, including buildings, bridges, major roads, waste management sites, and other facilities in accordance with established industry standards and contract terms and conditions.
- Prepares and reviews drawings, engineering studies, specifications, plans and cost estimate as they pertain to assigned projects.
- Prepares and reviews design calculations and engineering analysis.
- Represents County on Committees, attends meetings and provides input, participates in public meetings to explain the scope of projects, and obtain public input into the final design.
- Prepares technical and contract specifications and contract drawings for inclusion in tender documents for complex, high profile transportation, waste, and facility projects.
- Attends pre-construction and site meetings with contractors.
- Completes engineering reviews for land development applications, subdivision developments, land severance and zoning applications for impacts on County infrastructure
- Prepares approvals, applications, and negotiates the necessary approvals for construction from utility companies, developers, area municipalities, provincial and federal ministries, or agencies, etc.
- Administration and financial tracking for Public Works construction projects; ensures that project expenditures are controlled and maintained within approved budget limitations; assists in preparation of capital and operating budget related to assigned projects/programs; project scope and financial impact of projects/proposals.
- Provides professional technical advice, reviews, inspects, and utilizes standard engineering principles and practices to assist in the operation, development and maintenance of County infrastructure and related services.
- Manages assigned projects prepares requests for proposals, tenders, and quotations in accordance with the County's procurement policy, and grant applications to other levels of governments.
- Involved in long term planning and policy formation for Public Works' related

assets including transportation, waste, and facilities and preparation of 10+ year plans for maintenance and construction.

Education and Qualifications:

- Bachelor's Degree in Engineering, or equivalent education and/or experience in a related field of study.
- A minimum of ten (10) years' experience as a Project Engineer/Project Manager, with a minimum of five (5) years' experience in a supervisory or management role.
- Membership with the Professional Engineers of Ontario (PEO), or the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) preferred.
- Formal designation in sustainable or green buildings, such as LEED AP BD+C or equivalent, would be an asset.
- Knowledge of applicable guidelines, codes and government legislation related to the responsibilities of position including the Occupational Health and Safety Act, Construction Act, The National Fire Code, Ontario Building Code, Construction Standards Association, Ontario Provincial Standards, Ministry of the Environment, Conservation and Parks (MECP) guidelines, Canadian Highway Bridge Design Code, Transportation Association of Canada Guidelines, contract law and other relevant legislation.
- Strong administrative and budgetary skills involving both capital and operating budgets.
- Excellent communication, presentation, and interpersonal skills with an ability to effectively organize, manage and liaise with the public, councils, agencies, contractors, and consultants.
- Province of Ontario Class "G" driver's licence.

An acceptable driver's abstract must be submitted with your application. **Applications submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, December 3, 2021** to:
Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.