

THE CORPORATION OF THE CITY OF THOROLD

JOB DESCRIPTION

JOB TITLE: Manager - Engineering	CLASSIFICATION: Non-Union
DEPARTMENT: Operations	SALARY LEVEL: \$65,378 - \$76,915 (2009 Rate) Under Review
LOCATION: Operations Centre Beaverdams Road	

PRIMARY FUNCTION: To lead, manage, coordinate, plan and continuously improve the engineering team function in keeping with departmental and corporate objectives and legislative requirements.

SUPERVISED BY: Director of Operations

SUPERVISES OR DIRECTS: Engineering and Technical Staff; Water & Wastewater Compliance Supervisor and Engineering Co-op students when applicable.

DUTIES AND RESPONSIBILITIES:

- Promote a work environment that fosters customer service, workplace safety, quality improvement and cost effective delivery of service in compliance with legislative and regulating requirements.
- Provide strong leadership by motivating, mentoring, and developing staff skills through employee feedback; setting clear goals and objectives; completing annual performance appraisals.
- Responsible for preparing and administering the capital and operating budgets of the service function in a cost-effective manner and approved Council guidelines and policies.
- Responsible for the review and approval of new developments under subdivision agreements and site plan control and provide comments on rezoning and land severances.
- Responsible for infrastructure including capital projects, water and wastewater compliance, municipal inventories, related inspections, permit applications and environmental approvals.
- Must ensure the development and maintenance of procedural manuals and operational records.
- Prepare Council reports relating to engineering operations and attend Council meetings.
- Assigns, reviews and schedules work of staff.

- Interviews, hires and provides remedial direction as required.
- Act as one of management's representatives at the first stage of Grievance Procedure.
- Work collaboratively with other departments, area municipalities and the Region as to joint projects or initiatives.
- Oversees the work of consultants on specific projects or applications.
- Perform such other duties as may be prescribed by statute or assigned from time to time by the Director of Operations

EDUCATION/EXPERIENCE:

University degree in Engineering and membership or eligibility for membership in the Association of Professional Engineers of Ontario. Minimum of three years experience in municipal engineering or related field. Demonstrate knowledge of processing all land development related approvals, water systems environmental assessment approvals and Ministry guidelines. Excellent written and verbal communication skills. Demonstrate customer service and conflict resolution skills through work experience with public consultants, other government authorities and private sector.

CONDITIONS OF EMPLOYMENT:

Required to supervise the Engineering and Technical Staff; and the Water & Wastewater Compliance Supervisor in an office and field environment. Must have use of a personal vehicle and hold and maintain a valid driver's license. Work involves mental and visual concentration. Must be able to deal effectively with the public, other departmental staff and members of Council.


Chief Administrative Officer


Date

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.