



## EMPLOYMENT OPPORTUNITY

### Public Works and Operations Dept. – Operations and Capital Projects Manager

The Township of Uxbridge is seeking a full-time, permanent Public Works Operations and Capital Manager. Reporting to the Director/Deputy Director of Public Works, the Manager is responsible for providing technical engineering and project management support for Public Works and Operations. This includes overseeing and managing various infrastructure projects, ensuring compliance with regulations and standards, supervising personnel, and providing technical expertise to support the efficient functioning of the department.

#### **Duties and Responsibilities:**

##### 1) Coordination and Management of Capital Projects:

- Coordinate streetlight repairs and reconstruction projects, while ensuring suppliers are stored and stocked.
- Coordinate storm-water management inspections, rehabilitation contracts, and low-impact development projects.
- Manage all annual capital projects for public works, which could include roads, parks, and trails.

##### 2) Project Management and Administration:

- Write, review, and analyze proposal and tender submissions, and project manage tenders once awarded, including the associated budget.
- Inspect construction projects, provide contract administration services, issue payment certificates and address construction issues to mitigate impacts.
- Prepare and report on the annual capital budget and assist with the operating budget if needed.
- Maintain and update inventory of municipal infrastructure for asset management plan.
- Assist with reporting for successful grant applications and assist in grant reporting.
- Collect and review samples and/or data, providing technical background information for Council and Committee reports.
- Investigate, analyze, review, and address inquiries regarding engineering issues for various stakeholders.
- Develop an inspection and maintenance repair program for all storm sewers.
- Organize and manage records of rights-of-way, as-built drawings, and contract drawings.
- Coordinate fleet planning, collaborating with the public works operations manager regarding equipment/trucks.

##### 3) Personnel Supervision and Support:

- Supervise crossing guards, ensuring coverage at all locations, and provide coaching and discipline as required.
- Manage or assist with summer students.



#### 4) Technical Oversight and Compliance:

- Complete all Township storm sewer and streetlight utility locate as requested from Ontario one Call. On-Call may be required with emergency locates.
- Review engineering designs for compliance with applicable Township standards and criteria, policies, and procedures.
- Verify appropriateness of invoices and progress payments from consultants and contractors.
- Review and approve Municipal Consent applications, Municipal Access Agreements, and grant applications.
- Administer traffic studies, compile, and analyze data, and prepare recommended actions.
- Maintain operational speed boards, ensuring functionality.

#### 5) Technical Expertise and Support:

- Liaise with Council, other Township Departments, property owners, residents, businesses, utilities, external agencies, etc.
- Provide technical expertise to staff, various committees, and stakeholders.
- Lead and coordinate Council's Active Transportation Committee.

#### 6) Compliance and Communication:

- Comply with provincial occupational health and safety legislation, regulations, policies, and procedures.
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Deal courteously and effectively with the public, staff, suppliers, contractors, other departments, and levels of government.

#### 7) Other Duties and Responsibilities as assigned

### **Successful Candidates will have:**

#### 1) Education and Certification:

- College diploma in Engineering Technology with a C.E.T. designation.
- A valid Ontario Class 'G' driver's license with clean driving abstract is required.
- Current Standard First Aid and CPR 'C'.

#### 2) Experience:

- A minimum of five years' experience in project management, contract administration, engineering design and review of municipal infrastructure, stormwater management and customer service.
- An equivalent combination of education and experience may be considered.
- Municipal experience is considered a strong asset.

#### 3) Knowledge, Skills and Competencies:

- Strong computer application skills. (Excel, Word, PowerPoint, GIS, and Auto CAD).



- Excellent customer service and communication skills, both written and verbal.
- Strong organizational, administrative, and interpersonal skills.
- Ability to work independently and as an effective team member using initiative to complete projects and prioritize duties and workload efficiently.
- Capable of working under pressure and in a fast-paced environment, coordinating multiple tasks and responsibilities, establishing priorities and meeting changing deadlines.
- Have an awareness of applicable legislation.
- Highly motivated and creative.
- Flexibility to work beyond normal hours of work including evenings and weekends, as required.
- Strong planning, time management and problem-solving skills.
- Knowledge of Occupational Health and Safety Act and Regulations, Accessibility for Ontarians with Disability Act, and other relevant regulations.
- Knowledge of Township and Departmental programs, services, policies, and procedures.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive salary in the range of **\$95,666.00 to \$111,916.00**, along with a comprehensive employee benefit and pension plan.

Qualified and interested candidates are invited to submit an electronic resume and cover letter, referencing the position they are applying for to Courtney Clarke, Deputy Director of Public Works at [cclarke@uxbridge.ca](mailto:cclarke@uxbridge.ca) or, deliver a hard copy in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later than **April 24<sup>th</sup> 2024, at 2:00 p.m.**

We thank all those who apply, however, only those candidates selected for an interview will be contacted.

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.*

*Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*