



## EMPLOYMENT OPPORTUNITY

# PUBLIC WORKS AND OPERATIONS – OPERATIONS AND CAPITAL PROJECT MANAGER Full Time

The Township of Uxbridge, located in the Region of Durham, approximately 75 kilometres from Downtown Toronto, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 21,000, is seeking a dynamic, dedicated, results oriented self-starter to fill the full-time position of Operations and Capital Project Manager.

The Operations and Capital Project Manager will assist in the preparation of Request for Tender, Request for Proposal and Request for Quotation documentation, coordinate and review the work of external contractors and consulting services, perform and coordinate engineering inspection services on construction projects, verify payment certificates and other invoices from consultants and contractors, arrange compaction tests and tests of material such as asphalt and soil, maintain documentation and forms and complete inspection reports, maintain and update inventory of municipal infrastructure for asset management plan, respond to requests from Ontario One call for utility locates, liaise with Council, Township Departments, property owners, residents, businesses, utilities, external agencies, etc., and perform other related duties as assigned.

### Primary Function

To assist the Director of Public Works and Operations, provide technical engineering and project management support for Public Works and Operations

### Duties and Responsibilities

- Coordinate streetlight repairs and reconstruction projects.
- Coordinate storm-water management inspections and rehabilitation contracts including low-impact development projects.
- Supervise crossing guards and ensure coverage at all locations. Coach and discipline staff as required.
- Perform utility locates as requested from Ontario 1 Call for streetlights and storm sewers, including after-hours emergency locates.
- Respond to requests from Ontario 1 Call for utility locates.
- Review engineering designs to ensure compliance with applicable Township standards and criteria.
- Liaise with Council, other Township Departments, property owners, residents, businesses, utilities, external agencies, etc.
- Respond to customer requests and providing technical guidance relating to the existing infrastructure and the Township's design standards.
- Supervise Public Work's Department staff when the Manager and Working Foreman are absent.
- Review and analyze proposal and tender submissions.
- Verify appropriateness of invoices and progress payments from consultants and contractors.
- Inspect construction projects, provide contract administration services, and address construction issues as they arise to mitigate impact to schedules and budgets for non-road projects.



- Review and approve Municipal Consent applications, and Municipal Access Agreements.
- Maintain and update inventory of municipal infrastructure for asset management plan.
- Assist with grant applications.
- Assist in reporting for the annual capital and operating budgets.
- Administer traffic studies, compiling and analyzing data and preparing recommended actions.
- Provide technical expertise to staff and various committees.
- Collect and review samples and/or data, providing technical background information and preparing and/or assisting with the preparation of Council and Committee reports.
- Investigate, analyze, review and address inquiries regarding engineering issues for residents, businesses, applicants, consultants, and outside agencies.
- Collect and review data, provide technical background information and prepare and/or assist with the preparation of Council and Committee reports.
- 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.
- Other duties as assigned.

### **Supervision Requirements**

- Positions Supervised Directly: 10
- Positions Supervised Indirectly: 14

### **Qualifications and Competencies**

- College diploma in Engineering Technology with a C.E.T. designation.
- 5 years progressive experience in project management, contract administration, engineering design and review of municipal infrastructure, stormwater management and customer service.
- Proficient computer applications (Excel, Word, PowerPoint, GIS, and Auto CAD).
- Knowledge of applicable legislation including Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual and Ontario Highway Traffic Act; includes time in the position to be knowledgeable of Township and Departmental programs, services, policies, and procedures.
- Ability to communicate effectively both written and verbal, be able to work independently, and have organizational, analytical and problem-solving skills.
- Proven time management, administrative skills with an aptitude for details.
- Be knowledgeable of Township and Departmental programs, services, policies, and procedures.
- Demonstrated competence working in urgent, time sensitive or emergency situations. Experience in Emergency Centre operations an asset.
- The ability to work flexible hours and in a team-oriented environment is a must.
- A valid Ontario Class G driver's license and access to a reliable vehicle for business purposes.

The Township of Uxbridge is prepared to offer the ideal candidate a competitive yearly wage range of **\$77,987 - \$91,236**, plus comprehensive benefits package.



If you are interested in joining our team, please forward your cover letter and resume in one PDF to Ben Kester, Director of Public Works and Operations at [bkester@uxbridge.ca](mailto:bkester@uxbridge.ca), specifying the role you are interested in. Resumes will be accepted until **4:30pm., Friday, February 3<sup>rd</sup>, 2023.**

*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.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*