



JOB DESCRIPTION

Position: Director of Engineering and Public Works

Department: Engineering and Public Works

Reports to: Chief Administrative Officer

Position Summary:

The Director of Engineering and Public Works is responsible for the overall operation of the Engineering and Public Works Department. Under the direction of the Chief Administrative Officer, serves as an integral part of the Senior Management Team and performs a variety of leadership, supervisory, administrative and technical work in the Engineering and Public Works Department. This position is responsible for the administration of engineering services, roads, water/wastewater including distribution and treatment as well as drainage services and solid waste management.

The Director of Engineering and Public Works is responsible for the planning, coordinating, operating and efficiency of the department as well as anticipating and maintaining necessary regulatory compliance and reporting on behalf of the Municipality. This position requires considerable exercise of independent judgement in accordance with any applicable legislation and corporate policy. Success requires developing a close working relationship with all senior directors, managers and staff to ensure an integrated approach and a high level of customer service.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Provides leadership to the department, including staff development, performance management, coaching/mentoring, staff engagement, and health & safety.
- Serves as a member of the Municipality's senior leadership team, contributing to the development and execution of organizational strategy and Municipal-wide objectives.
- Leads the development, management and administration of the department's



annual operating and capital budgets, working with the Chief Administrative Officer to ensure alignment with Council's priorities and Corporate Strategic Plan (or successor documents) and operational goals.

- Coordinates capital works, design services, development engineering, environmental matters, and infrastructure needs assessment.
- Prepares and recommends controls and agreements covering work done for the Municipality by outside contractors, organize and assign jobs following tendering awards, supervise the work on an ongoing basis, monitor and assess performance to ensure that the contracts are honoured.
- Develops, recommends and implements strategic planning initiatives for the engineering and public works department including any continuous improvement ideas using strong problem solving and decision making skills.
- Promotes, builds and maintains strategic relationships between the Municipality and external entities including surrounding municipalities, Middlesex County, provincial and federal agencies, the public, land owners and service providers.
- Use excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials, consultants, contractors and the general public.
- Use sound judgment and professional tact to gain cooperation and compliance from the general public, contractors and industry professionals. (Engineers and Architects etc)
- Maintain an acute sense of confidentiality and judgement.
- Oversees infrastructure maintenance and operations which includes road operations, water/wastewater management, storm water, solid waste management, and engineering services.
- Formulates and administers short and long-term policy and operational objectives and special projects.
- Provides liaison and engineering advice, as required, on matters of policy or items of mutual concern between the engineering division and other departments.
- Reviews subdivision plans, consents and other development activities affecting the road system, utilities, services, emergency access, etc. to ensure compliance with Municipal design, safety and related standards and by-laws.
- Maintains a high degree of current knowledge related to the Engineering and Public Works sector to ensure that the department will maintain, and where possible, improve the level of service in the Municipality.
- Able to establish and maintain effective working relationships within and outside of the organization and department; maintaining good working relationships with elected and appointed officials; representatives of local industries and members of the public; community groups and other levels of government.
- Approves payroll, vacation, sick time, medical and all other matters pertaining to the staff of the department.
- Ensures the implementation of appropriate training for all departmental staff and



maintaining designations and certifications as required.

- Prepares reports to Council; provides recommendations, information and advice to Council, attends Council meetings.
- Conduct regular departmental meetings and briefings with subordinate staff on a regular basis to review planned work and resolve any employee concerns.
- Respond to the public adhering to the Municipality's Customer Service Standard policy.
- Performs other related duties as assigned.

Qualifications:

- Post-secondary education in construction, engineering or related discipline.
- Professional Engineering designation (P.Eng) is an asset.
- Eight to ten (8-10) years of progressive management experience overseeing administration of Public Works function, including operations, water supply and distribution, sanitary sewage and treatment, storm water management and land development, preferably in a municipal or public sector environment.
- Experience managing in a unionized environment preferred.
- A proven track record leading and managing a diverse portfolio of related responsibilities and staff oversight
- Thorough working knowledge of roads/water/sewer construction, maintenance management, waste management, municipal drains, provincial subsidy processes.
- Experience developing, managing capital and operational budgets.
- Willing to attend meetings outside normal work hours and/or responding to after-hours emergencies as required
- Understands and ensures compliance with the Occupational Health and Safety Act, Regulations, and any Municipality policies and procedures
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Must be legally authorized to work in Canada
- A satisfactory Criminal Record Check prior to starting employment.

PREPARED BY: Doug Payne

Director of Human Resources

APPROVED BY: Trisha McKibbin

Chief Administrative Officer

UPDATED: April 2024

SUPERSEDES DATE: March 2021