



## Supervisor, Infrastructure Engineering

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Manager of Infrastructure Engineering, the Supervisor, Infrastructure Engineering is responsible for supervising the day-to-day operations of the Infrastructure Engineering Division within the Public Works Department. This division is responsible for providing engineering and technical expertise with respect to the design, construction, operation, maintenance and long-term planning associated with core infrastructure under the Public Works Department's authority. This includes municipal infrastructure related to water distribution, wastewater collection, storm water collection, storm water management and transportation.

The Supervisor, Infrastructure Engineering is expected to provide effective leadership and guidance within the division working collaboratively with the Manager of Infrastructure Engineering and other divisional leaders, in promoting a strong, resilient team, who delivers excellent customer service to the community. The Supervisor will also work collaboratively with inter/intra-departmental stakeholders to support a collaborative, high-functioning corporate team.

### The Candidate

As a candidate for this position, you have achieved a Bachelor of Civil Engineering or advanced diploma in Civil Engineering Technology and a membership with the Professional Engineers Association of Ontario (PEO) with certification as a Professional Engineer (P. Eng) or membership with the Ontario Association of Civil Engineering Technologists and Technicians (OACETT) with certification as a Certified Engineering Technologist (CET). You possess six (6) years of progressive experience in civil engineering and capital infrastructure and three (3) years supervisory experience. Considerable experience in managing complex municipal capital projects is considered an asset.

### Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$98,182 and \$119,454** and a comprehensive benefits plan.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

## How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) by **December 4, 2024, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

## Posting #: 71-2024

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## JOB POSTING

# Supervisor, Infrastructure Engineering

Public Works Department

### Duties and Responsibilities:

#### 1. Infrastructure Project Management and Coordination (35%)

- 1.1 Lead and execute complex infrastructure projects, overseeing planning, implementation, and high-impact outcomes.
- 1.2 Supervise team interactions with developers, contractors, and stakeholders, articulating and upholding municipal requirements effectively, even in challenging situations.
- 1.3 Direct Field Operations for capital projects, including inspections, performance monitoring, and prompt technical responses to urgent on-site issues.
- 1.4 Oversee Project timelines and Reporting by setting deadlines, assigning tasks, and providing regular progress updates to senior management.
- 1.5 Develop and review Project Documentation including Council reports, technical assessments, cost estimates, agreements, and communications.
- 1.6 Monitor Construction Progress and ensure all contractor obligations, certifications, and project milestones are met until completion.
- 1.7 Manage Procurement process, preparing Terms of Reference, evaluating submissions, and participating in vendor selection.
- 1.8 Respond to inquiries from Council, the public, and stakeholders, providing technical guidance on policy and project matters.
- 1.9 Investigate claims related to capital assets, coordinating with internal teams, legal advisors, and insurance adjusters as needed.
- 1.10 Present project updates to Council, Committee, and public meetings, addressing inquiries and providing status reports.

#### 2. Supervision (20%)

- 2.1 Responsible for guiding the daily operation of the division, including providing direct supervision over divisional employees. Operations within the scope of Infrastructure Engineering include:
  - a) Road condition ratings, road resurfacing and road reconstruction programs.
  - b) Bridge and culvert condition assessments, rehabilitation and replacement.
  - c) Traffic signage and pavement markings.
  - d) Entrance permits.
  - e) Utility consent applications.
  - f) Sewer (storm & sanitary) condition assessments, rehabilitation and replacement.
  - g) Storm water management facility (quantity & quality) maintenance and rehabilitation.
  - h) Municipal drain maintenance and rehabilitation.
  - i) Shoreline protection construction, maintenance and rehabilitation.

- j) Watermain rehabilitation and replacement.
  - k) Water and wastewater system modeling.
  - l) Water, wastewater, storm water service permits.
  - m) Asset data collection and management, maintenance, analysis and capital planning
  - n) Geographic Information System (GIS).
- 2.2 Responsible for assigning and providing supervision of daily tasks for staff under their direction.
- 2.3 Coordinating, and monitoring the status of quality assurance and performance measurement programs for Infrastructure Engineering staff, ensuring adherence to department policies, procedures and standards.

### **3. Asset Management & Infrastructure Planning (15%)**

- 3.1 Lead asset management planning by assisting the Manager of Infrastructure Engineering in developing and updating the Town's comprehensive asset management plan, focusing on lifecycle strategies, setting and tracking KPI's and optimizing asset performance.
- 3.2 Prioritize and recommend infrastructure replacement and rehabilitation projects, contributing to the development of a well-balanced 10-year capital plan that addresses critical infrastructure needs.
- 3.3 Coordinate data collection and analysis for infrastructure assets, utilizing asset management software and GIS tools to ensure accurate asset condition assessments and performance evaluations.
- 3.4 Monitor and report on asset health to support proactive maintenance planning, minimize lifecycle costs, and prevent service disruptions.
- 3.5 Develop and implement short- and long-term strategies, studies, and maintenance programs aimed at extending asset service life and maintaining core infrastructure reliability.
- 3.6 Collaborate with cross-functional teams to integrate asset management objectives into broader municipal planning, sustainability goals, and capital improvement initiatives.
- 3.7 Stay informed of industry standards and best practices in asset management to ensure the Town's approach remains compliant with evolving regulations and incorporates innovative solutions.

### **4. Leadership (15%)**

- 4.1 Provides leadership, support, advice and motivation to staff in developing, recommending, establishing, and executing policies, programs and services in regular consultation with the Manager of Infrastructure Engineering.
- 4.2 Liaise with various internal and external groups, including community members, developers, consultants, contractors, agencies (Federal, Provincial and Regional), on matters relating to Infrastructure Engineering.
- 4.3 Supports the Manager of Infrastructure Engineering with respect to staff planning, recruitment, training and development, coaching and mentoring, providing input into performance appraisals and disciplinary actions for the Infrastructure Engineering Division.
- 4.4 Provides cross-divisional support, mentorship and training within the Engineering Section of Public Works, including sharing resources, leading and/or participating in projects beyond the normal responsibilities of the Infrastructure Engineering Division.

4.5 Works cooperatively with other departments, sections and divisions to help promote a positive team orientated workplace.

## **5. Regulatory Compliance and Procedural Controls (10%)**

5.1 Collaborates closely with the Manager of Infrastructure Engineering, acting as the technical subject matter expert to help establish and refine departmental policies, procedures, and standards that govern design, construction, and maintenance activities for divisional assets and infrastructure programs.

5.2 Coordinates and delivers regulatory training to Infrastructure Engineering staff, ensuring compliance with regulatory requirements and fostering continuous professional growth.

5.3 Monitors and assesses operational performance regularly to ensure adherence to established procedures and standards, providing insights and recommendations to optimize efficiency and maintain high-quality outcomes.

## **6. Administration (5%)**

6.1 Prepares and reviews Council reports and may be required to attend Committee, Council or other public meetings to support the Manager of Infrastructure Engineering and/or the Director of Public Works on matters relating to the Infrastructure Engineering Division.

6.2 Supports the Manager of Infrastructure Engineering in developing and administering the annual operating and capital budgets for the Infrastructure Engineering Division.

6.3 Maintains oversight into projects and programs, monitoring ongoing costs with respect to the budget.

## **7. Other**

7.1 Performs all duties and responsibilities, including engineering reviews, comments, inspections, etc. while ensuring compliance with municipal standards, policies and by-laws, associated regulations, industry standards and best practices.

7.2 Maintains detailed and accurate records related to all duties and responsibilities performed.

7.3 Work in a safe manner, and ensures divisional operations are carried out in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.

7.4 Other related duties, as assigned.

**The successful candidate will possess the following:**

### **Education**

- Bachelor of Engineering (Civil); or
- Advanced diploma in Civil Engineering Technology.

### **License, Registration and Training**

- Registered Professional Engineer (P. Eng.) or Certified Engineering Technologist (C.E.T).

- Membership with Professional Engineers Association of Ontario (PEO) with certification as a Professional Engineer (P. Eng.); or
- Membership with the Professional Engineers Association of Ontario (PEO) or the Ontario Association of Civil Engineering Technologists and Technicians (OACETT) with certification as a Certified Engineering Technologist (C.E.T.); and
- Valid and unrestricted Class “G” driver’s license with access to reliable transportation and be able to travel to various work locations across the Town.

### **Experience**

- Six (6) years of progressive experience in civil engineering and capital infrastructure.
- Three (3) years supervisory experience.
- Considerable experience in managing complex municipal capital projects.

### **Knowledge/Skills/Abilities**

- In-depth/Comprehensive understanding of municipal infrastructure systems, including roads, water, sewer, and stormwater management.
- Strong knowledge of asset management principles and infrastructure maintenance practices.
- Expertise with relevant statutes, standards, and regulations, such as the Environmental Protection Act, Safe Drinking Water Act, Ontario Water Resources Act, Ontario Provincial Standard Specifications (OPSS) and Occupational Health & Safety Act.
- Knowledge of policy statements, processes, by-laws, and best practices applicable to water, stormwater and wastewater, engineering, roads and transportation.
- Superior project management skills to lead municipal capital projects from planning through execution, including organizing and delegating tasks and ensuring timely completion.
- Considerable knowledge of occupational hazards pertaining to public works maintenance, engineering and construction work and of effective safety control and precautionary methods.
- Strong analytical abilities for complex problem-solving, conflict resolution, and practical decision-making that balances diverse stakeholder needs.
- Good understanding of construction documents, drawings, and specifications.
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Excellent written and verbal communication skills to create reports, agreements, and correspondences for varied audiences (technical personnel, contractors, public).
- Strong interpersonal skills to engage and interact professionally with customers, developers, stakeholders, and team members.
- Demonstrated leadership to motivate, guide, and empower staff to achieve results in a collaborative environment.
- Proficient with GIS, CAD, and asset management software to support infrastructure planning and management, as well as Microsoft Office Suite (Word, Excel, Outlook, Access).
- Highly organized with the ability to prioritize a high volume of tasks, delegate effectively, and manage time for optimal productivity.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Awareness of sustainability practices in infrastructure, with a proactive approach to adopting new technologies and innovative practices for long-term efficiency.

- Ability to work under various weather conditions or during emergencies if needed.

A combination of education, training, and experience may be considered.