



Infrastructure Engineering Supervisor

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 support 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 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 five (5) years of progressive experience in civil engineering and capital infrastructure and two (2) 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 **\$84,568 and \$102,891** 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 by **October 4, 2024, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 61-2024

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) 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

Infrastructure Engineering Supervisor

Public Works Department

Duties and Responsibilities:

1. Supervision (40%)

- 1.1 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).
- 1.2 Responsible for assigning and providing supervision of daily tasks for staff under their direction.
- 1.3 Coordinating, and monitoring the status of quality assurance and performance measurement programs for Infrastructure Engineering staff, ensuring adherence to department policies, procedures and standards.

2. Infrastructure Projects Coordination (25%)

- 2.1 Supervise staff who are responsible for meeting with developers, consultants, contractors and internal and external stakeholders' agencies, including members of the public and Council relating to capital projects and maintenance programs. Must be able to adapt to adverse situations, with the ability to verbally articulate the reasoning behind municipal requirements, to support and justify their position.
- 2.2 Performs and/or supervises employees who are required to perform various field operations (e.g. site inspections, investigations, etc.) related to capital projects and maintenance programs, monitoring performance, safety, etc., as well as responding to urgent matters encountered during construction (i.e. design discrepancies,

- unforeseen circumstances, etc.), providing technical assistance in support of corrective measures that may be required.
- 2.3 Oversee all aspects of assigned projects. Set deadlines, assign responsibilities, and monitor and summarize progress of projects. Prepare reports for senior management regarding status of projects.
 - 2.4 Authors various documents and/or reviews, comments and provides direction on various documents prepared by staff related to capital projects and maintenance programs including, but not limited to Committee/Council reports, technical reports, drawings, specifications, cost estimates, complex agreements, proposal requests, letters and emails.
 - 2.5 Monitors, records and reports on and/or supervises staff who monitor, record and report on the status of construction, deficiencies, contractor obligations, certifications, etc. associated with capital projects and maintenance programs, until final completion.
 - 2.6 Prepares and/or provides oversight into the preparation of Terms of Reference documents for procurement of services, including reviewing and evaluating submissions and participating in the selection process.
 - 2.7 Receives and answers and/or provides direction to staff in receiving and answering technical and policy related inquiries including liaising with Council, the public, developers, contractors, consultants, utilities, municipal and other government agencies.
 - 2.8 Investigates and/or supervises staff who investigate insurance and/or damage claims associated with capital assets/lines of business in cooperation with other departmental team members, claims adjusters, legal representatives, etc.
 - 2.9 Attend Council, Committee and public meetings to present reports, provide updates, and answer infrastructure project related inquiries

3. Asset Management & Infrastructure Planning (10%)

- 3.1 Assist the Manager of Infrastructure Engineering with asset management planning including, preparing and updating the Town's asset management plan and prioritization of infrastructure replacement and rehabilitation for the preparation of the Town's 10-year capital plan.
- 3.2 Assist with the preparation and implementation of short-term and long-term strategies, studies, and maintenance programs associated with maintaining core infrastructure.

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 (5%)

- 5.1 Works collaboratively with the Manager of Infrastructure Engineering by providing input as the technical subject matter expert to establish departmental policies, procedures and standards for design, construction, and maintenance activities associated with divisional assets and programs associated with Infrastructure Engineering.
- 5.2 Coordinates and delivers training to Infrastructure Engineering staff to meet regulatory requirements.
- 5.3 Aids in monitoring of operating performance against procedures/standards.

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

- Membership with 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 (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

- Five (5) years of progressive experience in civil engineering and capital infrastructure.
- Two (2) years supervisory experience.
- Considerable experience in managing complex municipal capital projects.

Knowledge/Skills/Abilities

- Working knowledge of relevant statutes, regulations, policy statements, processes, by-laws, and best practices applicable to water, stormwater and wastewater, engineering, roads and transportation.
- Knowledge and understanding of municipal asset management.
- Possess superior project management skills to lead projects and work as part of a team.
- Considerable knowledge of occupational hazards pertaining to public works maintenance, engineering and construction work and of effective safety control and precautionary methods.
- Excellent written communications skills required to author comments, agreements, reports, letters and emails with the ability to communicate with different levels of audiences (e.g. technical personnel, contractors, members of the public, etc.).
- Verbal communication skills needed to support written communications.
- Prioritize and organize a high volume of assignments, delegate tasks, and empower division staff to ensure prompt completion.
- Analyze and solve complex problems, recommend innovative and practical solutions, and mediate conflicting interests.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Listen, engage and interact skillfully and professionally with customers, developers, stakeholders and the public.
- Proven leadership to motivate and inspire a team of staff to achieve results.
- Proficient with Microsoft Office Suite (Word, Outlook, Excel, Access, etc.).
- Good understanding of construction documents, drawings, and specifications.
- Good organizational skills.

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