



MUNICIPALITY OF MIDDLESEX CENTRE

DIRECTOR OF PUBLIC WORKS AND ENGINEERING

The strength in Middlesex Centre lies with its people. The population of the community consists of both long-term residents and more recent arrivals. There are farmers and commuters, young families and retirees. The residents of Middlesex Centre are a diverse demographic, and the key factor in the lively community environment of Middlesex Centre.

Position Summary

Reporting to the Chief Administrative Officer and leading a number of distinct specialized areas such as engineering, development, storm water management, municipal drainage, public works, water treatment and distribution, wastewater collection and treatment, fleet management, and solid waste management, the Director of Public Works and Engineering is responsible for the strategic leadership, administrative management and overall operations of the Public Works and Engineering Department.

Preferred Qualifications

- Possess a Bachelor's Degree in Civil Engineering
- Shall be a Registered Professional Engineer, in good standing
- Possess a Class "G" driver license valid in the Province of Ontario with a clean abstract.
- Possess a thorough understanding of the legislation and policies that affect the Department, including familiarity with municipal law, insurance and labour relations
- Superior Leadership, organizational, interpersonal relations, oral and written communication skills.
- Broad range of experience in a variety of areas including all disciplines of Civil Engineering, administration and management, finance and accounting, statute, contract and common law, fleet procurement and management, and computer applications to engineering and management.
- Ability to work with elected and non-elected officials and staff at all levels.
- Proficient with personal computers and related software utilized by the Department

Salary range for 2018 is \$112,476 to \$131,586 with a 37.5 hour work week and requires attendance at Council meetings, public meeting from time to time as required outside of normal office hours.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Thursday, November 22nd, 2018 to:

Michelle Smibert
Chief Administrative Officer
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
smibert@middlesexcentre.on.ca

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting directly to the Chief Administrative Officer and leading a number of distinct specialized areas such as engineering, development, storm water management, municipal drainage, public works, water treatment and distribution, wastewater collection and treatment, and solid waste management, the Director of Public Works and Engineering is the highest level position in the corporation for providing essential services to the residents of Middlesex Centre and is responsible for the strategic leadership, administrative management, and overall operations of the Public Works and Engineering Department either delivered by Municipal staff or via contractors. The Director is accountable for staff reports to Council and its Committees in all matters pertaining to such specialized areas. The Director, having an approximate \$12 million annual capital and operations budget (2014) and management of all relevant human resources within the Department, is accountable for all legislative and regulatory requirements associated with the Department's programs, services and activities. The Director works closely with other municipal departments, neighboring municipalities, engages with Municipal residents in various forums and is a member of the Municipality's Senior Management Team.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Manages the planning of all Municipal Public Works and Engineering services through undertaking directly or through others, services development plans, recommendations to Council, budgetary frameworks and related activities, including integrating department plans with other Municipal department activities and processes. • Shall manage the human, material and economic resources allocated to the department through benchmarking, performance management and continuous improvement; analyze operations, identify and implement efficiency standards and long-term planning to ensure sufficiency of current and future water, storm water, wastewater, solid waste, transportation, development and engineering services, and improve service, cost effectiveness and operational processes. • Responsible for the day to day operation, maintenance and due diligence of one Class II Water Transmission System, two Class I and two Class II Wastewater Collection Systems, one Class II and two 	<p>40%</p>

Description	Approx. Time Spent (%)
<p>Class III Wastewater Treatment Facilities, all provided by Contracted Operator (2014 contractual value ~ \$1.4M).</p> <ul style="list-style-type: none"> • Monitors the compliance with contractual operating agreement and as required recommends amendments to those agreements and the periodic strategic review of the contracted operations approach and detailed requirements. • Responsible for overall system compliance and conformance with regulatory and legal requirements. • Implements and monitors effectiveness of and recommends changes when applicable to by-laws, practices, policies and standards of the Department, including Drinking Water Quality Management Systems, Municipal Drinking Water Licenses and financial planning elements. • Responsible for the development and delivery of all departmental Capital programs, including replacement, expansion, maintenance and regulatory compliance programs; also responsible for the development and updating of the long range capitals and financial strategic plan. • Oversees and participates in inspections and reviews of Public Works assets and gravel pit sites, operations and contracts on a regular basis to ensure legislative and regulatory conformity and consistency with Provincial regulations and Municipal by-laws and directions, evaluating quality and standards and taking effective remedial action as required. • Manages contractors delivering services on behalf of the Municipality, ensuring contract conformity, quality expectations, legislative and regulatory compliance, etc. • Prepares directly or through others, tenders and quotation solicitations and other activities associated with all Department purchase of services and contracts in conformity with Municipal purchasing policies and procedures, budgets, etc. • Ensures a consistent quality of service delivery across all Department services and activities that meet Municipal standards and policies and which maximize taxpayer investments. • Provides direction and ensures the development of work plans and schedules for all aspects of the Department. • Responsible for daily staffing and work distribution of the Department. • Plans, organizes, directs and controls staff and functions or personnel under his/her jurisdiction. • Monitors and pro-actively attempts to influence policy, practice and regulatory development by the Province of Ontario; which may include participating in Provincial or Association committees or task forces on behalf of the Municipality. • Represents the Department in legal proceedings, including examination for discovery. • Strategically representing the Department, handles inquiries or complaints from politicians, the media and at times the public both verbally or in writing. • Performs public relations functions as directed and proactively to 	

Description	Approx. Time Spent (%)
<p>influence community's acceptance and understanding of Municipal programs.</p> <ul style="list-style-type: none"> • Liaise with Health Unit, and senior government agencies and ministries with regard to the operation, maintenance and management of the various Department services. • Prepares or delegates the preparation of written reports and correspondence as required to advise Council and Committees or seek direction on issues related to the portfolio. • Performs business development functions of the Department including efforts to secure senior government funding. • Provides input on strategic priorities and operationalizes those goals and strategies. • Creates and maintains a positive work environment for employees that are respectful of their goals and aspiration, and corporate goals and practices. • Participates as a member of the Corporation's Senior Management Team (SMT), providing input on departmental/corporate planning and strategic initiatives; leading and/or participating on project leads and steering committees; and championing the corporate mission and values. • Continually looks for opportunities to enhance service delivery, control costs, explore revenue generating opportunities and streamline processes. • Overseeing and directing the preparation of tenders and negotiating contracts for services and capital projects in accordance to the Municipality's Procurement Policy. • Developing strategies to mitigate negative impact and implementing maintenance programs to ensure that the Municipality's infrastructure and assets are able to meet current and future needs. • Administering and directing department initiatives and operations efficiently at the highest level of quality and services. • Developing, approving and maintaining all engineering standards, construction specifications, operational standards/criteria, etc. for all Municipal assets and infrastructure. • Directs and evaluates all Municipal construction projects, ensuring project specifications, tender requirements, bonds, insurance and related requirements are in place and enforced. • Develops, implements and monitors consistent road closure, emergency, repair and other signage and protective procedures. • Manages the acquisition and maintenance or right-of-ways within the Municipality, including participating in the purchase of properties, construction intersections, etc. • Maintains positive liaison with other Municipal departments, hydro, MTO, local Conservation Authorities, neighbouring municipalities, the County Engineering Department, police, Municipal lawyers, contractors and other parties in regards to all dimensions of the Department's 	

Description	Approx. Time Spent (%)
<p>operations and activities.</p> <ul style="list-style-type: none"> • A member of the corporate Occupational Joint Health and Safety Committee – Management Representative, and provides or assists in the administration of corporate health and safety initiatives, training and evaluation. 	
<p>People Leadership</p> <ul style="list-style-type: none"> • Undertakes the recruitment, evaluation and termination where necessary, of all departmental staff, consistent with Municipal policies and statutory requirements. • Ensures an annual training program for mandatory and non-mandatory training and development for staff that is connected to Municipal strategic initiatives and operational needs, along with a new staff orientation program. • Supervises the direct reports to the position on a regular basis in terms of work allocation, supervisory challenges, performance considerations, projects and assignments, reporting and administrative activities, etc. • Undertakes annual performance appraisals for all Department staff, applying Municipal compensation programs, and undertaking disciplinary activities as required within Municipal policies and procedures. • Ensures appropriate documentation for all Department staff as per Municipal policies and regulatory requirements. • Implements the Municipality's Health and Safety Policy and Program, and assesses its performance on a minimum annual basis. • Investigates all staff accidents, injuries and related considerations in order to improve ongoing Health and Safety performance. • Develops and manages an on-call emergency response capacity within the Department to respond to police, fire, hydro and other emergency needs, along with ensuring a winter road patrol and other on-going oversight and response capabilities for Municipal Public Works and Engineering Services. 	20%
<p>Department Administration</p> <ul style="list-style-type: none"> • Undertakes directly or through others, a Records and Plans Management Program for the Department that ensures up-to-date and timely access to plans and drawings, contracts, reports and correspondence and related operational and planning materials in appropriate digital, video and printed formats. • Oversees the collection and maintenance of appropriate records, statistical tracking systems, inquiry responses, maintenance records and related considerations within the Department. • Participates as a member of the Municipality's Senior Management Team. • Participates on committees, work groups, forums and related settings 	15%

Description	Approx. Time Spent (%)
<p>within the Municipality, the region, provincially or beyond which are relevant to the Municipality's interests.</p> <ul style="list-style-type: none"> • Attends all Council meetings; Committees of Council related to the Department, required public meetings, and other public forms in support of the Department's activities or strategic initiatives of the Municipality. • Prepares reports as directed by Council or the Chief Administrative Officer, staff, effected property owners and others on a timely and efficient basis, in regards to Department strategies, recommendations, needs, plans, potential operational and related impacts. • Identifies goals consistent with the Council Strategic Plan and provides measurables to be included within a Municipal Balanced Score Card. 	
<p>Financial Management</p> <ul style="list-style-type: none"> • Prepares annual budget for the submission to the Director, Corporate Services, consistent with Municipal policies and Council's directions, identifying changes and new initiatives, rationales, etc. • Prepares and annually updates a six year annual forecast for infrastructure, vehicle and related capital requirements. • On a monthly basis, monitors the Department's operating budget against actuals, preparing variance reports and taking managerial responsibility to develop solutions and strategies to sustain budgetary targets. • Prepares specific financial analyses related to alternate strategies to operate and secure Public Work and Engineering services, equipment, contracts, etc. for the Chief Administrative Officer, Council and others. • Ensures capital and maintenance programs are in place that sustain the value and operational performance of Municipal Public Works and Engineering assets, ensuring regular operational maintenance, a ten year asset management schedule and budgetary inclusion of maintenance requirements for Council's consideration. • Ensures arrangements are in place with administrative staff to undertake appropriate meter readings, billings, etc. of all services for utilities, fire response, accidents, etc. 	10%
<p>Planning and Development Services</p> <ul style="list-style-type: none"> • Provides input to the Planning, Building, By-law and Legal Counsel departments of the Municipality in regards to infrastructure servicing issues and strategies, plans and assessments, etc. • Meets with developers, land owners, neighbouring municipal representatives and others in regards to Municipal servicing plans, strategies, financial arrangements, etc. • Manages the transfer of developer constructed public works and engineering assets, ensuring compliance with Municipal Public Works and Engineering standards, policies, etc. and regulatory requirements. • Provides advice to other departments, residents, community 	15%

Description	Approx. Time Spent (%)
<p>organizations, etc. on relevant servicing plans, standards, operations, etc.</p> <ul style="list-style-type: none"> • 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. 	
<p>Other</p> <ul style="list-style-type: none"> • Undertakes other duties as directed by the Chief Administrative Officer and/or Council as relevant to the position. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications (Absolutely Cannot do without)

Education (degree/diploma/certifications)

- Bachelor's Degree in Civil Engineering.
- Registered Professional Engineer, Province of Ontario.

Experience

- Minimum eight (10) years of progressive experience in the management and delivery of public sector programs and services.
- Proven management experience that includes the leadership of others in a municipal environment.
- Experience developing, managing capital and operational budgets

Knowledge/Skill/Ability

- Must possess a valid class 'G' driver's license in good standing and have available use of a vehicle.
- Possess a thorough understanding of legislation and policies that affect the Department, including familiarity with municipal law, insurance and labour relations.
- Superior leadership, organizational, interpersonal relations, oral and written communication skills.
- Broad range of experience in a variety of areas including all disciplines of Civil Engineering, administration and management, finance and accounting, statute, contract and common law, fleet procurement and management, and computer applications to engineering and management.
- Ability to work with elected and non-elected officials and staff at all levels.
- Proficient with personal computers and related software utilized by the Department.



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Council	Occasional	Interaction and support for Municipal key strategic projects
MPs & MPPs	Rare	Interaction and support for Municipal key strategic projects; collaboration on joint
Middlesex County	Frequent	Interaction and collaboration on joint projects/initiatives; sharing best practices;
Agencies (CAs, MOE, MNR, MTO, County, etc.)	Frequent	Interaction and collaboration on joint projects/initiatives; sharing best practices; research....
Media	Regular	Media inquiries and detailed questions; publicity; education; advisories....
Human Resources	Regular	Interaction and support for staff issues (hiring, illness, performance, attendance, grievances....)
Staff Meetings	Regular	Interaction, information sharing, problem identification and solving...
Other Directors	Regular	Collaboration and problem solving on issues/projects/strategy
Corporate Committees	Regular	Interaction and collaboration on joint projects/initiatives
Contractors / Contracted Service Provider	Regular	Interaction and collaboration on capital projects/services/etc.

Work Conditions

Approximately 90% of this position's time will be spent in the office and attending meetings during normal working hours, the position requires attending Counsel, stakeholder and public meetings from time to time as required outside of normal office hours.

Constant interruptions to address a multitude of issues. Time sensitive responses required due to service oriented operations of the Public Works and Engineering Department. Frequent meetings with internal staff and external clients, residents, stakeholders and contractors. Interactions are generally courteous and collaborative.

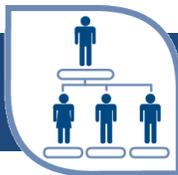
Normal hours of work are 37.5 hours per week, Monday to Friday, with regular extra time required including evening meetings. Regularly responds to emails and phone calls after hours from members of Council, residents, service contractors, local media for the purpose of issues management and as a member of the Senior Management Team.



Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into a place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces change. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification

(Where this position fits)

Position Title: Director of Public Works and Engineering	Division: Administration
Department: Public Works and Engineering	Classification: Non-Union
Branch:	Reports to (Direct): Chief Administrative Officer
Position(s) Supervised Directly: Transportation Manager; Environmental Technologist; Road Supervisors; Assistant Road Supervisors; Drainage Superintendent; Water Meter Technician; Development Review Co-ordinator; Waste Management Contracted Operator; Water and Waste Water Contracted Operating Authority	Position(s) Supervised (Indirectly): Equipment Operators (13 F/T & 6 Seasonal)
Effective Date:	Revision Date:
Equivalency Code: N/A	Hours per week: 37.5