

Job Title: **Manager, Infrastructure and Program Planning (Water and Wastewater Services)**

Job Number: 845 Job Type: Full-Time

Location: 150 Frederick St - Regional Admin Headquarters

Hours of Work: 35

Salary Range: \$115,278.80 - \$144,107.60

**Duties/Responsibilities**

- Supervises senior engineers, infrastructure management supervisors, and a safety specialist. Indirectly supervises engineers, project coordinators, and analysts. Administers infrastructure renewal contracts with consultants and contractors.
- Leads capital planning program and project delivery (e.g., workflows, tools) in collaboration with other teams in the Division, and Design and Construction Division teams. Leads continuous improvement for capital project delivery, and manages and collaborates with the team on the development of project methodologies, tools, templates, procedures, reporting, and strategy for closing gaps and evolving the maturity of the services provided.
- Develops water and wastewater capital programs, including studies, approvals, and analysis.
- Oversees project management tools and technologies (e.g., project management software). Works with corporate teams on integrations with related technologies and procuring upgrades to project and business intelligence software.
- Leads project reporting and meetings, and provides ongoing education and financial/capital planning updates where available to staff.
- Leads business intelligence for all divisional teams.
- Coordinates phasing and funding for 10-year capital forecasts with Finance. Administers budgets and the Division's capital budget; provides input on operating budgets. Leads divisional capital budget preparation and relevant operating budgets for team in collaboration with project and program area managers.
- Reviews capital budgets with Finance and divisional senior management. Performs periodic financial reporting throughout the fiscal year.
- Reviews, prioritizes, and approves requests during the budget year. Reviews CAO and Council reports related to budget availability and impacts. Identifies and reports on trends impacting capital budget (e.g. inflation, supply chain issues).
- Leads the Division's asset management program and liaises with the Asset Management Office (AMO). Supports the team, and provides direction on alignment with corporate asset management strategy.
- Reviews key corporate asset management reports. Attends meetings and workshops for asset management projects and programs. Addresses concerns related to support for asset management initiatives (e.g. operations time, resource constraints).
- Provides feedback on new programs and program development (e.g., digester, reservoir programs).
- Collaborates to review project prioritization and opportunities to minimize operational

disruptions.

- Provides manager support and follow up with key new asset management initiatives (e.g., inventory management protocol) and infrastructure renewal projects. Provides general guidance and support as required.
- Leads procurement for high value, complex projects, and engages in vendor performance management as necessary.
- Manages Section goals and objectives through annual business and workload planning.
- Analyzes and defines new projects. Manages and resolves related issues, evaluations, performance indicators and databases, and identifies alternative work plans.
- Manages feasibility studies, pre-design and pilot projects, and detailed design and construction.
- Participates on project teams to manage implementation of feasibility studies for pre-design, design, and construction projects.
- Represents the Division's interests on capital projects, asset management, infrastructure renewal and replacement, and ensures compliance with water and wastewater related legislation.
- Manages computer models used for operational planning and development purposes.
- Provides input into management tools and information systems, including performance databases, and costing, project planning, and budget management systems.
- Analyzes standards and policies, and recommends revisions to increase efficiency and performance.
- Provides advice on presenting water and wastewater development charge studies and development charge by-law.
- Provides technical advice to the Division. Provides engineering services, exchanges information, and coordinates activities with Design & Construction, Community Planning, Corporate Services, Legal, and Transportation. Works closely with Director and has occasional contact with the Commissioner and other department heads for direction and to discuss multi-divisional issues.
- Exchanges information and discusses issues with external stakeholders such as area municipalities, provincial and local agencies (e.g., Ministries, Ontario Clean Water Agency, conservation authority), and private and public sector companies (engaging senior regional leaders where appropriate). Has contact with the public through open houses and formal public meetings.
- Provides written and verbal information (e.g., briefing notes) and direction on complex, high profile divisional issues.
- Provides professional advice to senior management and staff in other engineering and non-engineering related divisions.

#### Knowledge, Skills, and Abilities

- Knowledge and skills are normally acquired through a Bachelor's degree in engineering (e.g., civil), plus progressively responsible related experience in the field of water and wastewater.
- Must be registered as a professional engineer with the Professional Engineers of Ontario.

- Knowledge of capital planning, project management methodology and project delivery, asset management principles and practices, operational and capital budgeting, procurement, and environmental and municipal engineering.
- Knowledge of and ability to comply with policies, procedures, collective agreements, and legislation (e.g., environment, natural resources, water protection, health and safety).
- Negotiation, analytical, problem solving, work planning, and continuous improvement skills to plan and develop objectives and goals, including administrative, technical, operational, and financial components; prepare and administer budgets; and lead program and process changes to support effective, efficient operations.
- Leadership skills to manage, develop, train, motivate, and support staff.
- Human relations and communication skills to engage with internal and external stakeholders, including members of council, committees, other staff, agencies, interest groups, and the public; and participate as an effective team member.  
Ability to write clear, concise, detailed reports and presentations for committees, regional and area municipal councils, staff, the media, industry associations, and the public.
- Computer skills with ability to use software such as Microsoft Office, portfolio and project management tools, business intelligence applications (e.g., Power BI), databases, management information systems. Familiarity with computer modelling.