

Supervisor, Infrastructure Management (Water Services)

Job Number: 1564

Job Type: Full-Time

Location: 150 Frederick St - Regional Admin Headquarters

Job Category: Other

Number of Positions: 1

Department: Infrastructure

Division: Engineering and Environmental Services

Hours of Work: 35 hours per week. 8:30 AM - 4:30 PM Monday - Friday

Hybrid | 2 days work from home

Union: Management/Management Support

Grade: Management/Management Support Grade 07

Salary Range: \$99,881.60 - \$124,852.00

Posting Date: September 4, 2024

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

The Role

Supervises engineering services for the planning, research, design, and implementation of infrastructure renewal construction activities. Supervises feasibility studies. Provides operational, maintenance, and technical expertise in the Division.

Duties/Responsibilities

- Supervises Infrastructure Coordinators and a student. Administers contracts with consulting engineers and contractors. Provides technical support and training to the water and wastewater operations groups.
- Supervises delivery of infrastructure renewal projects. Identifies, develops, prioritizes, administers, coordinates, and implements projects, preliminary and final design, and implementation phases. Develops and meets design schedules, organizes engineering and legal surveys, geotechnical investigations, easement acquisitions, and land purchases. Performs feasibility and technical analysis, and prepares detailed project cost estimates.

- Supervises to ensure work complies with corporate policies, procedures, and requirements of area municipalities, utility companies, and Ministries.
- Supervises and participates on project teams to establish project scope and determine environmental assessment status. Participates in meetings and makes presentations to the public, senior management, area municipalities, consultants, public agencies, Council, and Committees.
- Supervises and participates in the consultant selection and tendering process. Reviews and negotiates work plans and budgets with consultants.
- Determines and obtains construction approvals from utility companies, developers, area municipalities, Ministries, and agencies.
- Chairs pre-construction and site meetings with contractors. Reviews and approves technical shop drawings and other submissions. Arranges for detours, and notifies stakeholders regarding extent, duration, access arrangements, and closures. Coordinates with utility companies to remove and relocate facilities that conflict with proposed designs. Arranges inspections, surveying, and material and equipment testing and inspections. Interprets construction drawings with contractors.
- Administers contracts, and monitors project schedule, budget, and progress. Authorizes design changes and extra work. Negotiates claims, disputes, and payment with contractors. Issues payment releases.
- Participates in asset management initiatives, including preparing models for infrastructure renewals, rehabilitation, and replacements, preparing asset management plans (e.g., inspections, condition assessments, risk assessments, reliability analysis), and identifying service gaps and opportunities for improvement.
- Supervises updating/maintenance of record drawings. Collaborates with other divisions, consultants, and contractors to ensure record drawings are current.
- Provides input into updates of Certificates of Approval and Environmental Compliance Approval resulting from infrastructure renewal projects to meet Ministry requirements and negotiates requirements with same. Discusses technical requirements with other departmental staff.
- Identifies and recommends projects for government incentives/funding.

Additional Duties/Responsibilities

- Develops and conducts staff training sessions for operation and maintenance of newly installed equipment. Provides technical support as a process and system expert.
- Provides input into budget estimates and forecasts for the 10-year capital forecast (e.g., consultants, testing, inspection, contractors). Administers capital project budget. Monitors consulting and construction budgets, arranges purchase orders, and approves payments

on capital project budgets. Has signing authority. Maintains data systems relating to project management, construction activities, and financial project monitoring.

- Negotiates budgets for consultant assignments. Negotiates quotes with contractors and equipment suppliers for construction assignments administered in-house. Identifies opportunities and negotiates cost sharing with other divisions and departments, area municipalities, and private owners.
- Resolves issues with the public, agencies, consultants, contractors, and other parties related to contracts, liability, payments, and budgets and works with Design & Construction, Legal Services, and Finance for same.
- Provides engineering services, information, and negotiates requirements with area municipalities, conservation authority, consultants, contractors, developers.
- Represents the Region at open houses and in discussions with the public, agencies, and area municipalities.
- Performs related duties, as required.

Knowledge, Skills, and Abilities

- Knowledge of engineering methods and project administration, municipal water works, infrastructure and asset management, and budget preparation and monitoring, normally acquired through a related college diploma in engineering, plus progressively responsible related experience.
- Membership/eligibility for membership with the Ontario Association of Certified Engineering Technologists and Technicians (OACETT) at the technologist level.
- Knowledge of and ability to comply with policies, procedures, collective agreements, contract law, and legislation (e.g., health and safety, construction, water resources, environmental protection, environmental assessment, safe drinking water, fisheries), and American Water Works Association standards.
- Project management, analytical, problem solving, and continuous improvement skills to develop and administer projects from inception to completion; ensure projects meet design standards and regulatory requirements; participate in process reviews and optimization studies; and develop priorities to meet Section goals.
- Leadership, human relations, and negotiation skills to supervise, train, develop, motivate, and support staff; direct and guide contractors, consultants, and staff; coordinate project requirements; present at public information centres, open houses, and formal public and Council meetings; conduct public tours of water and wastewater supply facilities; and participate as an effective team member.
- Ability to read and interpret policies and procedures, engineering and technical journals, design specifications, contracts, reports, legal documents, and memos. Ability to write correspondence, reports, abstracts, newsletters, contracts, agreements, and project definition reports.

- Computer skills using software such as Microsoft Office, Project, computer assisted design (CAD), and the Supervisory Control and Data Acquisition (SCADA) system.
- Ability to alter hours when performing plant trials and studies, responding to emergencies, commissioning facilities, providing technical support, and attending public open houses, public meetings, and work inspections.
- Ability to travel within Waterloo Region.
- Ability to support and demonstrate the Region's values.

We invite internal applicants to APPLY ONLINE through the HR Portal by 11:59 p.m., by the closing date.

[Supervisor, Infrastructure Management \(Water Services\) Job Details | theregio03 \(regionofwaterloo.ca\)](#)

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. The Region of Waterloo invites applications from all qualified individuals. We are strongly committed to employment equity, diversity and inclusion in the workplace and encourage applications from Black, racialized/visible minorities, Indigenous/Aboriginal people, women, persons with disabilities, and 2SLGBTQIA+ persons.

The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs. Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number (519) 575-4400, TTY number (519-575-4608) to request an alternate format.

Please note: candidates will be provided an update on their application. Please check your spam or junk folder occasionally as some candidates have noticed our emails in those folders (Gmail and Hotmail in particular).