

## **Job Description**

### **Manager of Municipal Services**

#### **Position Summary**

Reporting to the Director of Municipal Services, this position is responsible for coordinating the overall work orders in the Municipal Services Departments and providing internal project management and contract management for all capital projects under the Director of Municipal Services.

#### **Responsibilities**

- 1) Provide project management coordination and contract management of all municipal work projects using municipal computer software.
- 2) Provide coordination of all approved capital projects including work scheduling, financing and effective communication. Ensure all financial transactions are carried out in accordance with procurement procedures.
- 3) In coordination with the Director of Municipal Services, prepare the long-term forecasting for all future capital projects within the Town including associated estimates and financial considerations.
- 4) In coordination with the Director of Municipal Services, prepare the annual budget for the Municipal Services Department.
- 5) Oversee the Quality Management Systems and monitor the Quality Management System including the maintenance, operation and coordination including internal and external audits and communicating with outside organizations (i.e. Ministry of Environment).
- 6) Responsible for the oversight of the design, contract preparation, administration and / or supervision of construction of Town infrastructure with Engineers including, but not limited to, roads, bridges, sanitary and storm sewers, watermains, sidewalks, traffic signage and municipal drains. Provide engineering advice and guidance including analyzing and recommending methods of approach, standards, criteria and specifications.
- 7) Responsible for the customer service and administration components of the Municipal Services Department. Oversee the dispatch and completion of work orders and follow-up to residents on work order status.
- 8) Administer and record all requests for training schedules and work schedules of Municipal Services Department personnel.

- 9) Supervise Office Support staff, summer students and / or cooperative education students in the Municipal Services Department.
- 10) Coordinate with the Corporate Services Department the filing and retrieval of office records pertaining to all works performed in the Municipal Services Department.
- 11) Ensure Town of Kingsville policies and procedures are maintained at all times when administering departmental personnel, physical resources, finance and administrative functions.
- 12) Ensure all Provincial and Federal compliance policies are met and carried out.
- 13) Preparation of reports to Council and attendance at Council meetings as required.
- 14) Any other duties as assigned by the Director of Municipal Services.

### **Qualifications**

- 1) Must have a 3 year College diploma in Civil Engineering or equivalent education and / or experience in a related discipline.
- 2) Must hold or be qualified to obtain PEO or OACETT certification or equivalent education, experience and professional accreditation.
- 3) Must have 3 years experience in municipal government including a thorough knowledge of municipal operations and experience with project management. A Project Management Certification will be considered an asset.
- 4) Must be able to obtain a Ministry of Environment Water Distribution System Operator Licence Class II and Wastewater Collection Licence Class I.
- 5) Completion of the Ontario Drainage Superintendent's course will be considered an asset.
- 6) Excellent interpersonal, project / time management, analytical, report writing, communication, presentation, problem-solving, facilitation, negotiation and supervisory skills.
- 7) Ability to work under pressure and to think and make decisions quickly and strategically in a political environment.

- 8) Excellent customer relations skills and the ability to build strong relationships both internally and externally.
- 9) Knowledgeable in budget concepts, cost accounting and cost analysis as well as estimating.
- 10) Possess strong computer skills with experience using Microsoft Office, AutoCAD and GIS software.
- 11) Knowledgeable in civil engineering and municipal infrastructure concepts including design, plan review, drawing preparation fieldwork surveying and use of surveying equipment.
- 12) Have knowledge of applicable workplace standards such as Industrial / Construction Safety Acts, Ministry of Labour Regulations and all relevant legislations.
- 13) Valid Ontario Class 'G' licence and possess a good driving record.

### **Working Conditions**

- Work is performed in an office environment and will require outside inspections of project work status.
- This position requires some attendance at evening/weekend meetings.
- Lieu time is capped at 40 hours annually.

### **Wage Rate**

\$73,236- \$91,545 (Salary Group 6) Under Review

Comprehensive benefits package.

Non-union position.