



**Employment Opportunity**  
**Manager of Capital Projects**  
**Public Works and Infrastructure Services**  
Permanent Full-Time | Salary Range \$87,167 to \$116,117  
Hybrid Work Environment

Reporting to the Director of Public Works and Infrastructure, the incumbent will be responsible for the overall management of municipal capital infrastructure projects, including:

- Planning and overseeing capital projects for roads, bridges, parks, street lighting, stormwater management facilities, facilities and other municipal infrastructure.
- Hiring and managing Capital Projects Technologist, Engineering Technologist and Engineering Student.
- Providing leadership, direction, coaching and guidance to empower and develop staff.
- Creating a positive work environment where people want to do their best, recognizing collaborative and team-based behaviors.
- Working collaboratively with other Township departments; following the corporate values; and seeking opportunities for continuous improvements, efficiencies, and innovations.
- Preparing, monitoring, and managing capital and operating budgets.
- Reviewing, updating, and preparing policies and procedures to ensure compliance with all new and existing regulations and legislation.
- Ensuring work is planned, prioritized, assigned, supervised, and reviewed, as required.
- Developing and managing strategic Asset Management Plans for municipal infrastructure.
- Planning, prioritizing and preparing cost estimates for capital projects in accordance with the Township's Asset Management and growth-related projects.
- Managing the preparation and issuance of Terms of Reference and Requests for Proposal for capital projects.
- Managing the Environmental Assessment process for projects by overseeing activities of engineering consultant, conducting required public open houses and ensuring that the Township properly follows the statutory process.
- Managing the preparation and review of detailed engineering designs by consultants.
- Managing tender preparation, reviewing documents and approving issuance, to ensure compliance with Township policies and procedures and that project schedules are met.
- Ensuring that all affected stakeholders have been consulted including Council, other Township departments, property owners, residents, regulatory authorities, utilities, etc.
- Coordinating and liaising with external agencies to ensure that other agency requirements are met.
- Reviewing and approving invoices by addressing change orders, ensuring contractual obligations are met, and work is satisfactorily complete.
- Ensuring compliance with Provincial, Regional and Township engineering design standards, approved construction drawings, contracts, agreements, Construction Lien Act, Occupational

Health and Safety Act, Highway Traffic Act, Environmental Assessment Act, Fisheries Act, TAC Manual, and other relevant regulations and guidelines.

- Preparing, submitting and reporting on funding applications for Provincial and Federal grant programs.
- Responding to customer inquiries and issues raised by residents, members of Council, staff and outside agencies are responded to by making prompt contact, communicating a plan of action and following up in a timely and professional manner.
- Preparing and presenting reports to Council and Committee and speaking as the subject expert at Council meetings.
- Providing coverage for the Director, as required.

#### **QUALIFICATIONS:**

- A college diploma or university degree in Civil Engineering or related program.
- Licensed by Professional Engineers Ontario as a Professional Engineer (P.Eng.) or hold a Certified Engineering Technologist (CET) designation by the Ontario Association of Certified Engineering Technicians and Technologists.
- A minimum of five (5) years of progressively responsible experience in: project management, contract administration, engineering design, environmental assessments, asset management, stormwater management, permitting approval, budget preparation and policy development.
- A minimum of two (2) years of supervisory experience.
- Or a combination of training, education and experience deemed equivalent.
- Experience in the broader public sector, in a unionized environment an asset.
- A valid Ontario Class 'G' driver's license is required.

#### **SKILLS AND COMPETENCIES REQUIRED:**

- Excellent leadership, delegating, coaching, and mentoring skills.
- Ability to meet deadlines, function well under pressure, and respond to frequently changing demands.
- Strong customer service, interpersonal and communication skills (both verbal and written).
- Good analytical, planning, time management and problem-solving skills.
- Strong knowledge of Provincial Legislation and policy that affects the design and construction of municipal infrastructure.
- Strong knowledge of Occupational Health and Safety Act and Regulations, Ontario Provincial Standard Specifications and Drawings, Ontario Traffic Manual and Ontario Highway Traffic Act.
- Proficient in computer applications such as MS Excel, PowerPoint, Word, GIS and asset management software.

Please submit a cover letter and resume to Robyn Hulowski, Manager of Human Resources, at [resumes@scugog.ca](mailto:resumes@scugog.ca) no later than **4:30 p.m. on Friday, January 5, 2024.**

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**