

Manager, Infrastructure – Engineering Services

Reference #J0324-0268

Engineering Services

Non-Union, Regular Full-Time

\$109,982 - \$137,464 per year

35 hours per week

Closing Date: April 23, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members *2SLGBTQIA+ communities, to apply.

Position Summary

Reporting to the Director, Engineering Services, the Manager, Infrastructure, is responsible for establishing and delivering the City's transportation infrastructure through the planning and execution of capital projects and initiatives. These projects and initiatives include active transportation, transportation asset management, capital project management, and implementation.

The City's transportation system is developed through the completion of studies, analysis, policy development and community and stakeholder engagement that inform the concept, scale, and scope of projects that are undertaken. This position is responsible for development, supervision, and oversight for transportation capital projects scope including detailed problem definition, conceptual design, environmental assessment, and delivery. This position develops integrated transportation projects and plans that complement, shape, and support the City's transportation infrastructure goals, while strategically leveraging capital funding from Provincial and Federal grant programs.

The Manager supports strategic planning, capital and operating budget development, work planning, human resources, staff development and change management. Collaboration with both internal and external stakeholders and residents is expected to build working relationships that are mutually beneficial for the success of the Engineering Services department, the Infrastructure, Transportation & Emergency Services group, the corporation and the community overall.

Key Duties & Responsibilities

- Establish tactical work plans and lead project planning for the division in alignment with the department and group goals and workplans and manage execution of work plans:
 - Establish tactical work plans, objectives and metrics that support the Departmental operating plan
 - Align the work of the division with the broader goals and objectives of the Infrastructure, Transportation & Emergency Services group
 - Lead project and initiative development, asset management, and development of technical standards
 - Lead in strategic planning for capital infrastructure improvements, asset management and work planning for division and department and support in strategic planning for group, and coordinate information to inform the department and group capital budgets
 - Manage capital budgets for division, including external funding and associated reporting requirements
 - Facilitate or attend public, committee and council meetings as required
 - Prepare related reports to City Council and Committees

- Lead division in the delivery of capital infrastructure projects:
 - Lead the division in managing the conceptual and detailed designs of transportation infrastructure, including roads and off-road facilities, intersections, and coordinate with the construction group within Engineering Services to construct/implement new and retrofit existing infrastructure to meet the City's goals.
 - Manage complex capital projects and initiatives consistent with strategic plans for Infrastructure, Transportation & Emergency Services, other city departments
 - Provide leadership and support to division/team in the delivery of infrastructure projects from concept through to commissioning and transitioning built infrastructure to operational departments
 - Lead division in identifying requirements and opportunities for and conducting public engagement, as well as developing and executing communication plans for projects
 - Act as the liaison, negotiator, and facilitator, working in tandem with other City departments and in alignment with various City and/or community projects, plans and strategies
 - Lead system wide transportation projects and initiatives
 - - Lead the team of Engineering/GIS technologists who support the infrastructure projects through various levels of design services.
 - Support in the implementation of the City's programs and operational infrastructure including pedestrian crossings, traffic calming, and traffic control (all way stops, traffic signals, etc.)

- Act as subject matter expert and provide technical support to department/City:
 - Act as a subject matter expert in infrastructure matters pertaining to the City's transportation infrastructure systems safety, active transportation, and other policy matters and work in tandem with stakeholders in planning, public works, engineering, transportation, transit and finance to develop and enhance the transportation goals of the City
 - Provide professional opinion, advice and guidance to Council, committees, senior management and other City departments on the projects, policies, programs and services provided within the Engineering Services Department and with respect to corporate initiatives
 - Provide written and verbal responses to transportation related inquiries from Council and members of the public
 - Lead in the development of policies, asset management plans and strategies

- Learning and development and leadership of division/team:
 - Manage staffing and annual operating budget for the division
 - Oversee health and safety policies and related training and development for staff
 - Coach and develop staff, provide mentoring to staff to develop project management skills and competencies
 - Engage team members in developing and committing to an action plan that targets competencies, skills or knowledge needed to achieve performance improvement or prepare for success in new responsibilities
 - Develop standards and guidelines for team members to use to deliver projects
 - Participate in opportunities for self development including participation with professional associations to keep up to date with industry standards and best practices and changing regulatory requirements

- Other duties as assigned

Qualifications, Competencies

- Degree in Engineering from an accredited university
- Degree in Engineering from an accredited university with a focus in Transportation preferred
- +5 years of supervisory experience in strategic and operational planning, project management, transportation infrastructure design, delivering large-scale civil and transportation projects, implementing policy development and research
- 7-10 years of supervisory experience in strategic and operational planning, project management and design and construction of linear infrastructure including large-scale engineering projects, implementing policy development and research preferred
- Professional Engineer in good standing licensed in the Province of Ontario
- Have practiced as a licensed Engineer for over 5 years preferred
- Additional certifications or designations in sustainable infrastructure design and construction would be an asset
- Must demonstrate corporate competencies: Customer-Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

- Experience with management of large capital projects and budgets
- Experience in managing daily operations, policy development, multi-stakeholder engagement, service development, planning, research and analysis, working with technology and project management
- Superior project management skills with an ability to apply sound project management to the implementation of improvements in a transportation and operations setting
- Experience in the public sector or comparable multi-stakeholder environment preferred
- Strong knowledge of the City's Official Plan, transportation master plan, municipal policies, procedures, by-laws and applicable legislation and regulations preferred
- Knowledge of the Planning Act, Development Review processes, related acts and legislation preferred
- Excellent interpersonal skills with the ability to achieve consensus through communication, mediation and negotiation and manage the expectations of diverse groups of stakeholders

- Ability to establish positive relationships with the public, City staff, Council, Committees and related organizations at the local, provincial and national levels
- Ability to build trust and credibility in a politically sensitive role with competing demands and priorities
- Ability to think strategically, anticipate and consider large scale issues and develop credible long term and short term strategies
- Ability to research and analyze complex issues
- Advanced computer skills including MS Office suite of tools/software
- Sound knowledge of AutoCAD and Civil 3D design/drafting software
- Strong knowledge of and experience with civil/municipal infrastructure design principles and technical standards, and infrastructure construction
- Sound knowledge of financial modelling related to capital projects, infrastructure, and long-term asset management
- Knowledge of governing provincial and federal acts and legislation such as the Occupational health & Safety Act, and the Accessibility for Ontarians with Disabilities Act, 2005
- Required to obtain and maintain satisfactory criminal record check
- Ability to work outside regular business hours as needed
- Valid class “G” Ontario driver’s license; travel required within the City of Kingston frequently
- Ability to work in both typical office environment and on construction sites to support and oversee infrastructure projects, liaise with contractors, agencies, stakeholders, etc. and manage contracts and deliverables
- Proficient computer skills with MS Office including advanced skills in Excel

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

[CLICK HERE TO APPLY](#)