



---

---

**THE UNITED COUNTIES OF LEEDS AND GRENVILLE**  
**Public Works Division**

**Invites applications for the position of:**

**Manager of Engineering and Operations**

**Status: Permanent Full time**

**Start Date: ASAP**

**Hours: 35 hours/week**

**2024 Salary: \$55.69 - \$66.29/hour**

**Location: Brockville, ON**

**Position Summary:**

Reporting to and under the direction of the Director of Public Works, the Manager of Engineering and Operations will be responsible for the co-ordination and administration of the county roads infrastructure, capital projects, coordination of pre-construction activities such as surveys, environmental assessments, public meetings, utility relocation and replacement, land purchases, consultation with local municipalities, Consultants, conservation authorities and any other agencies. Prepare budget and tenders for the Counties capital infrastructure program and maintain ongoing cost control during projects. To provide leadership, direction, training and coordination of engineering, construction work, including staff and contractors; promote health and safety at the work site. The Manager of Engineering and Operations will assist in the development and implementation of department goals, objectives, policies and procedures. The Manager will respond to and investigate any inquiries and/or complaints from the public and provide guidance, leadership and technical support for the Road Operations department related to summer and winter operations.

As the ideal candidate, you have a strong background in managing municipal civil projects with an emphasis on road, bridge and culvert rehabilitation. You are familiar with various design guidelines and you are very comfortable overseeing design assignments both in-house and with consultant assistance. You have managed several projects from the development of RFP's (Request for Proposals), preparation of contract tender documents, project cost estimation and overseeing construction projects. You possess strong project management skills and have demonstrated ability to manage schedules, staff and budget.

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

In addition to the design and construction background, you are also familiar with basic road operations related to the management of summer and winter operations. You are a quick learner and are capable of quickly learning the technical aspects of road operations. While not an expert, you are capable of providing support to the Area Patrol Supervisors on issues such as people management, pavement conditions, culvert assessment and hydraulic analysis, winter operations data analysis including route performance and material usage

**Qualifications:**

- Minimum 3-year community College Civil Engineering Technologist diploma. Preference may be given to a candidate with a P. Eng Designation
- Certified Engineering Technologist (C.E.T.) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or imminently eligible for designation
- Preference will be given to candidates with 5 - 6 years' experience in management capacity related to progressive experience in roads/bridges operations, construction quality control, and inspection
- Experience in municipal construction, design and municipal roads maintenance;
- Understanding and familiarity with the Highway Traffic Act, Municipal Act, Ontario Traffic Manual, Transportation Association of Canada (TAC) Technical Guidelines, the Manual of Uniform Traffic Control Devices for Canada, the Highway Safety Manual, the Highway Capacity Manual, the Railway Grade Crossing Regulations, the Occupational Health and Safety Act and Regulations, environmental legislation including Species at Risk Act, the Municipal Class Environmental Assessment, Excess Soil Regulations, Ontario Water Resources Act, Environmental Protection Act, Conservation Authority Act and the Drainage Act.
- Experience with Pavement Condition Index, Ontario Structural Inspection Manual, computerized public works databases and computer technology;
- Exposure to an operations environment is preferred specifically in relations to winter and summer maintenance operations as it relates to winter control, material supply, culverts and shouldering
- Working manager who will attend work sites during construction season and provide guidance and support to staff as it relates to ongoing construction projects
- Technical knowledge of geometric design, pavement design, maintenance and construction practices, contract law, contract administration, professional business practices, and municipal budget processes

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

---

---

- Excellent interpersonal and communication skills with the ability to foster a spirit of teamwork and cooperation among a diverse group of individuals, both peers and subordinates
- Proficiency with computers, knowledge of related technology such as AutoCAD, GIS as well as Microsoft Suite (Word, Excel, Teams, Power Point and Outlook) and demonstrated ability to work in a computer-based project management atmosphere
- Proven project management experience in programming and delivery of multiple, complex capital projects on time, to specifications and within budget
- Ongoing skills upgrading to learn new techniques in construction materials and processes, safety related procedures, supervision and management
- Represents the County at meetings with the public; respond to complaints; negotiate land acquisition contracts; drafts complex documents such as tender specifications.
- Exposure to adverse physical conditions such as dust, dirt, rough terrain, heavy equipment, blasting agents, noise, hot humid weather and extreme cold during site visits to construction jobs.
- Occasional exposure to adverse social conditions such as demanding members of the community
- Regular interruptions or changes to work flow/pace. Unscheduled problems with construction jobs.
- Exceptional customer service skills with the ability to communicate effectively, both verbal and written;
- Strong oral, written, presentation and reporting communication skills with proven ability to prepare technical reports and explain and present clearly and concisely
- Knowledge of current municipal public works related initiatives, policies, programs and legislation;
- Strong financial and budgeting acumen and ability to research and analyze complex issues;
- Solid understanding of municipal financial and reporting practices;
- Superior project management skills, excellent planning skills for short term and long-term initiatives
- Experience and strong ability to function in a computerized office environment
- Ability to work outside regular business hours, under pressure and tight deadlines
- Valid Class "G" Driver's License and the availability of a reliable vehicle;
- Must obtain and maintain a satisfactory CPIC (Criminal Record Check)

**Summary of Position Responsibilities:**

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

---

---

the applicable Provincial and Federal Acts. Performs the responsibilities of the position in a manner consistent with the by-laws and operational policies of the United Counties of Leeds and Grenville.

2. Reporting to the Director, the Manager of Engineering and Operations will support and/or directly provide day-to-day operations of the engineering and construction function in conjunction with the management team and supervisory staff.
3. Direct/supervise roads operations, stock keepers, engineering employees, including students and contract staff responsible for pre-engineering and design assignments, asset management, traffic count programs and culvert inspections. Approve time cards and vacation requests, record attendance, monitor performance, conduct performance appraisals and take disciplinary action as required.
4. Determine requirements and negotiate with property owners to facilitate land purchases for road and bridge projects. Review and approve residential and commercial entrance applications. Review all severance applications for any required road widening and driveway entrances.
5. Coordinate with Public Works Director and construction staff on infrastructure management, asset collections and road condition data for asset management purposes.
6. Coordinate the road needs assessments and assist in the preparation of the five (5) and ten (10) year long range planning initiatives.
7. Manage the engineering function including overseeing pre-engineering, detail design, tender preparation, contract administration and quality assurance on County Road construction projects.
8. Responsible for development, implementation and/or updates of various Public Works service plans, including Road Asset Management Plan.
9. Coordinate inter-department communications and work with stakeholders in engineering, planning, fleet, etc.; to develop and enhance daily operations and policy goals.
10. Responsible for development and tendering of Roads departmental capital purchasing in accordance with the Procurement Policy.
11. In collaboration with Corporate Accounting staff, focus on operating capital and capital infrastructure budgets, including but not limited to; assist with annual capital infrastructure budgets preparation, monitor expenditure levels through each season, develop and implement cost tracking measures, ensure costs allocated to proper budget programs, Asset management plan.
12. Manage Road asset work order development, tracking and costing on the Asset Management link.
13. Asset Management: Manages and monitors the Counties asset management program including the

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

---

---

condition assessment, life cycle costing and prioritization;

14. With the Fleet Supervisor reviews the Counties fleet needs by purchasing appropriate new equipment and overseeing the preventative/corrective maintenance of existing equipment.
15. Develops and maintains a good working knowledge of all relevant Provincial and Federal legislation such as Conflict of Interest Act, Municipal Act, Freedom of Information and Protection and Privacy Act, Highway Traffic Act, Occupational Health and Safety Act, Expropriations Act, Etc.
16. Ensures a high level of respect for confidentiality for the organization as a whole and staff, as per the ***Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)***.
17. The United Counties' of Leeds and Grenville regards its employees as the most valuable asset in the organization. All managers are responsible and accountable for ensuring that health and safety standards are incorporated into all aspects of our business. Furthermore, that facilities and resources are made available to ensure the successful execution of all required Health and Safety legislation as well as corporate policies and procedures are adhered to.
18. Comments on development applications and associated technical documents submitted through member municipalities regarding areas of Division interest such as traffic and drainage impacts to the Counties road system.
19. Review and comment/approve a variety of permit applications such as excess loads, wide loads, special event permits, utility cut/occupancy permits etc.
20. Prepare Committee/Council reports and/or presentations on Department activities and appear at Committee/Council meetings in support of such reports and Department recommendations as necessary.
21. Other related duties, as requested and required.

**Legislative Requirements:**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal and Provincial Legislation; Municipal Acts, By-Laws and Operational and Human Resource policies and codes of the United Counties of Leeds and Grenville.
- Ensures a high level of respect for confidentiality for both the organization as a whole

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

---

---

and staff as per the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

- Protects health and health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Health and Safety Act.

**The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.**

**How to Apply:**

**Please quote "Requisition# MANAG001130 (Manager of Engineering and Operations PFT) and apply with cover letter and resume to the job posting on the Careers section of our website at <https://www.leedsgrenville.com/en/government/careers.aspx/> View our Job Opportunities. On or before March 4<sup>th</sup>, 2025 @ 4 PM EST**

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or The Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.

---

---

<b>COMPETITION:</b>	<b>MANAG001130 Manager of Engineering and Operations, PFT</b>
<b>POSTING DATE:</b>	<b>January 27, 2025 (4:00 p.m.)</b>
<b>CLOSING DATE:</b>	<b>March 4th, 2025 (4:00 p.m.)</b>

---

---