

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the General Manager of Engineering and Public Works, the Director of Engineering is responsible for the leadership, management and administration of the Development Engineering Division, Capital Programs and Traffic Engineering Division as well as the management and oversight of site alterations within the Engineering and Public Works Department. The Director of Engineering will:

- Provide oversight and assistance when required for engineering plans review, preparing and administering subdivision/development agreements, cost sharing agreements, front ending agreements; conducting field inspections of new infrastructure to ensure conformance with drawings and standards; resolving technical/design issues in the field.
- Be proactive to minimize concerns from residents/groups on development engineering construction activities and troubleshooting/following up on complaints including arranging remedial action where necessary.
- Recommend assumption of services and authorize letters of credit releases/reductions.
- Oversee retained external engineering resources and manage those contracts.
- Complete master servicing, transportation/transit and other engineering studies.
- Represent the Town as a member of the technical advisory committee(s) with respect to Environmental Assessments (EAs) related to regional and provincial infrastructure improvements.
- Prepare and provide oversight and implementation of the Town's road and servicing long range capital program, developing engineering design standards and updating for best practices in consultation with other internal departments/divisions.
- Coordinate the Town's transit requirements with York Region & Go service providers.
- Coordinate and prepare Division budgets, forecasts, business and work plans.
- Participate in the department management team and contribute to departmental work planning and strategic initiatives.

The ideal candidate will have a university degree with a Bachelor of Applied Science in Civil Engineering or Bachelor of Applied Science in Environmental Engineering, Professional Engineer (P.Eng.) licensed by Professional Engineers Ontario (PEO), coupled with a minimum of fifteen (15) years demonstrated experience as a professional engineer (or 20 years as a CET) in development engineering in an urban growth municipal environment including project/contract management and public relations experience and a minimum of eight (8) years of supervisory experience. As part of the extended management team, the ideal candidate would embody and lead in a manner consistent with the Town's Core Commitments:

- **Service Experience** – *Embraces a service focused culture, anticipates customer needs and ensures continuous learning to optimize individual and organizational growth.*
- **Communications** - *Communicates thoughts and ideas in a clear and concise manner and actively listens and asks questions.*
- **Teamwork and Collaboration** - *Works collaboratively to discover efficiencies and achieve common goals.*
- **Creativity and Innovation** - *Shares new ideas, challenges the status quo, participates in positive change, and embraces continuous learning.*

- **Culture of belonging** - Embraces differences and contributes to a shared purpose and a positive environment where everyone feels valued.
- **Leadership** - Leads with a positive outlook, transparency, problem solves and contributes to the overall success of the organization.

Other requirements include:

- Excellent interpersonal, communications, project/time management, administrative, public relations, analytical, problem-solving, negotiation, and contract management skills.
- Ability to think and act strategically and with political acuity in a political and community service environment, to foster corporate thinking and a healthy workplace environment, to build strong and enthusiastic staff teams and external alliances/partnerships, to align departmental programs/services with corporate strategic direction, and to champion the Vision, purpose and values of the Town.
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Planning Act, Development Charges Act, Occupational Health & Safety Act, Highway Traffic Act and other development engineering and safety-related legislation/regulations/guidelines.
- Extensive working knowledge of civil engineering principles, standards and best practices; ground water impacts on new development and preventative/remedial measures; planning processes and development agreements, and public transit practices; tender practices in a public sector environment; contemporary management practices; and local government functions/ responsibilities and services in general.
- Availability to attend evening/weekend meetings or events and to investigate/trouble shoot on construction issues or community concerns, as may be required.
- Availability to attend Council Meetings in support of departmental initiatives and reports, providing presentations and direct communication to Council and the public.
- Act in the capacity of alternate member of the Emergency Operations Centre during emergency events.
- Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Access, Outlook, SharePoint, Teams) as well as Adobe and familiarity with CADD/GIS software.

**Salary Range: \$147,365 - \$173,374 (Band 11)**

**Deadline for applications is February 16, 2025.**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's People and Belonging staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.