

EXTERNAL JOB OPPORTUNITY

POSITION:	EXECUTIVE DIRECTOR OF OPERATIONS/DEPUTY CITY ENGINEER	JOB POSTING #:	2024-0445
POSTING PERIOD:	Monday, October 7, 2024 at 8:30 AM to Friday, November 15, 2024 at 4:30 PM		
DEPARTMENT:	Office of the Commissioner of Infrastructure Services	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0084
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU16
# OF POSITIONS:	1	RATE OF PAY:	\$151,290.06 to \$183,893.79 Annually
POSITION #:	00000294	SHIFT WORK REQ'D:	No

DUTIES:

Reporting to the Commissioner, Infrastructure Services, this position will provide strong leadership and deliver effective service of the Public Works operational areas, both in Service Delivery and in controlling of the budgets. The Public Works areas under this position's domain are Environmental Services (collection of refuse and recycling yard waste and related areas), Fleet Division, Road and Sewer Operations (snow removal, road and sewer maintenance), Technical Support (infrastructure asset management, work order management, performance measurement reporting, management information systems support), Field Services and Contracts (sewer and road inspection, quality control and administration of maintenance contracts for roads and sewers), and Traffic Operations (On and Off-Street Parking, signals, signs and markings, and Parking Enforcement), as well as administrative staff in order to carry out work. The City of Windsor has approximately 1700 km of sewers, 1020 km of roads and 910 km of sidewalks, 46 km of shoulders and 150 km of alleys with 285 signalized intersections which require 24-hour response, 3 parking garages, 25 municipal lots, 4900 parking spaces and 1500 on-street parking spaces. There are approximately 450 units in the Fleet area. Approximate Capital Budget responsibility of \$15-\$30 Million, Operating Budget of approximately \$40 Million (gross), with 250 staff. This position will be required to attend all City Council and Committee meetings and must be capable of City Council presentations and reports and carry on relationships with City Councilors and Mayor to solve problems. A focus on customer service programs and the vision to deliver these programs to meet the expectations of City Council and the residents of Windsor is required. May be required to assist others in the Corporation as a team player. Must be able to familiarize all staff with all Provincial and Federal regulations. Will be required to travel to off-site locations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a Master's Degree in Science or Engineering, or Ontario Ministry of Education equivalency and over six (6) years of experience in a managerial capacity in an Operations environment;
- **OR** Must have a University Degree in Science or Engineering, or Ontario Ministry of Education equivalency and over ten (10) years of experience in a managerial capacity in an Operations environment;
- Must be a licensed member of the Professional Engineers of Ontario;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must have experience in Human Resources Management, Financial/Budget Management and working in a unionized environment which includes experience working with union contracts;
- Must possess excellent oral and written communication skills as well as negotiation skills;
- Must possess excellent administrative and people skills to maintain effective relationships with City Council, Provincial and Federal administrative representatives, as well as all outside Boards and Commissions;

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QUALIFICATIONS CONTINUED:

- Must have the ability to communicate and establish effective relationships with all staff levels and elected officials, unions, and the general public;
- Should have knowledge of the Occupational Health and Safety Act regulations and knowledgeable to the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor 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 City of Windsor Human Resources 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.