



Position Description

Position Title:	Director, Infrastructure Services
Department:	Infrastructure Services
Division:	Infrastructure
Reports To:	Chief Administrative Officer

Summary:

Responsible for overseeing the operations and providing leadership in managing the Town's infrastructure assets including the roads, water services, sanitary services, storm water, and drainage in accordance with statutory regulations, policies and procedures; contribute to the Department and associated assets achieving its mandate to pursue an progressive agenda to design, build, maintain and continuously improve the Town of Essex's infrastructure assets to meet the changing needs of a growing community.

Position Roles and Responsibilities:

1. Core Result Area: Budgets and Finances

- Responsible to oversee capital budget and recommend capital project priorities to the CAO/Council
- Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time

2. Core Result Area: Planning and Operations

- Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations;

coordinate Department activities with other departments and stakeholders as needed

- Provide leadership and direction in all functions within the scope of this Department to achieve goals within available resources
- Oversee and provide direction to the Department's programs and services, implementing continuous improvement efforts with the support of the CAO and senior management team
- Continually monitor and manage the Department's capacity to deliver services to a high standard of excellence; communicate any capacity challenges to CAO/Council.
- Ensure compliance to all statutory requirements; develop and ensure the implementation of policies, procedures and standards
- Ensure that appropriate preventative maintenance programs and systems are being implemented across the Department
- Oversee all capital project activities; provide direction and address issues as required
- Oversee Developmental Review

3. Core Result Area: People and Performance

- Actively grow the capabilities of the Department by effectively motivating and evaluating the performance of staff; review progress and direct changes as needed
- Actively maintain a positive workplace environment by consistently communicating with staff; regular visits to all of the various Town facilities; supporting staff in performing their duties; and effectively addressing workplace challenges as they emerge

4. Core Results Area: Communication and Reporting

- Completion of staff reports/presentations to CAO/Council demonstrating extensive functional knowledge and presenting clear recommendations for action
- Directs efforts and activities to promote interest in the Department's programs, services and facilities, including engaging in promotion efforts with community groups and other organizations
- Respond to letters of inquiry and communicate Departmental policies and procedures

- Provide professional advice to staff; produce staff reports and make presentations to Council, senior management team, staff, and community groups
- Provide direction, coordination and support in identifying and pursuing new funding opportunities
- Actively build and maintain positive, mutually beneficial relationships with the public, community and user groups, other departments and external stakeholders

Other duties as assigned.

Working Conditions:

- 35 hours per week
- Majority of work is performed in an office setting
- Manual dexterity required to operate computer
- Interacts with employees, management, general public, other government agencies, boards
- High degree of competing priorities
- Regular interruptions
- Sitting, standing, walking
- Evening meetings required
- Some travel may be required

Skills and Qualifications:

- Bachelor of Applied Science Degree in Environmental or Civil Engineering
- Minimum of 10 years of progressive management experience in a public sector setting, with previous responsibilities for public works, transportation, environmental services, infrastructure services or an equivalent management position with other levels of government, corporate or non-profit sector
- Exceptional people management skills and the ability to manage staff at all levels (including Unionized staff) to ensure accountability and performance; coaching and mentoring, relationship/team building, conflict resolution, and motivation
- Thorough knowledge of the engineering and public works principles and practices

- Extensive knowledge of the principles and practices of managing complex capital works projects
- Considerable knowledge of the current water and sanitary services regulatory environment
- Ability to plan, organize, coordinate and implement a comprehensive infrastructure services system
- Analytical, problem solving and decision making skills; experience with budget forecasting and control
- Ability to interact skillfully and professionally with various internal and external stakeholders including staff, members of the public, Council, and others
- Ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public
- Valid Class G Driver's License

Core Competencies

Accountability	Ethics/Integrity
Analytical Thinking	Leadership
Building Relationships/Networking	Organizational and Environmental Awareness
Communication	Risk Management
Decision Making	Strategic Thinking
Developing Others	Teamwork