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| The Corporation of The Township of South Glengarry | Job Description |
| Position Title: | General Manager of Infrastructure |
| Group: | Non-Union - Management |
| Supervisor: | Chief Administrative Officer |
| Department: | Infrastructure |
| Prepared By: | Human Resources Advisor |
| Approved: | March 6, 2017 |
| Revised: November 2020 | |
| <u>Job Function:</u> Reporting to the Chief Administrative Officer, and as a member of the Management Team, is responsible for the overall leadership, supervision, planning, development, administration and budget preparation and management of the Township of South Glengarry's Infrastructure Department; ensures compliance with all pertinent Municipal, Provincial and Federal legislations. | |
| <u>Skills and Qualifications:</u> <ol style="list-style-type: none">1. Professional Engineers of Ontario and/or a Certified Engineering Technologist (CET) designation preferred.2. Ontario Association of Roads Supervisor certification (senior level) preferred.3. Preferred five (5) years experience in Municipal Government operations with a minimum of two (2) years in a senior level management position with supervisory experience.4. Experience developing, implementing and leading strategic direction. This includes asset management and multi-year capital priorities planning. | |

5. Demonstrated public relations, public speaking, report writing and communications skills. Bilingualism (English and French) considered an asset.
6. Demonstrated experience with Municipal Infrastructure Maintenance Management Systems, GIS, GPS and Asset Management.
7. Experience developing departmental workplans and SOP's.
8. Ability to cope with several different request and subjects simultaneously.
9. Demonstrated computer skill with Microsoft Office applications, AutoCAD, ESRI GIS.
10. Hold and maintain a valid Class G driver's license and clean drivers abstract.

Direction Received/Independent Action:

11. General direction is provided by the Chief Administrative Officer (CAO).
12. Works independently within regulatory and budgetary guidelines on day-to-day infrastructure, support services, fleet management, policies, procedures and priorities established by legislation and/or determined by Council, by-law and resolution, as well as generally accepted management practices.
13. Follows municipal administrative policies and contractual agreements respecting working conditions, the purchase of goods and services, federal and provincial statutes, regulations and standards with respect to health and safety, design, construction and material requirements of municipal and utility infrastructure as governed by industry standards of practice and code of ethics.
14. Works independently within policy, regulatory and budgetary guidelines, procedures and priorities.
15. Assesses technical matters involving diverse and varied specifications, labour, and financial considerations (e.g. building plans, contracts for services). Provides approval or recommends selection based on compliance with standards.
16. Advice and direction regarding administrative policies and procedures is available from the Chief Administrative Officer and the Management Team.
17. Performance is monitored by the Chief Administrative Officer through regular reporting requirement and reviews of budget variances and through the Township's Performance Management Program.

Supervision/Direction of other Employees:

18. Reporting directly to the General Manager of Infrastructure are:
 - Supervisor of Roads and Fleet
 - Infrastructure Coordinator
 - Technical Supervisor
 - Director of Water and Wastewater
19. Has full supervisory authority over direct subordinates at Department level and:
 - Reviews performance and reprimands subordinates within policy guidelines.
 - Administers personnel policies and provisions of relevant collective agreement.
 - Participates in the selection of new employees.
 - Determines new employee suitability within the probationary period.
 - Recommends discharge or disciplinary action, when necessary, for unsatisfactory work performance or safety infractions.
20. Must be competent within the meaning of the Occupational Health and Safety Act and must be capable of issuing clear and comprehensible written and oral instructions. Required to ensure workplace meets the requirements of the Act through adherence to technical standards and provision of adequate training and safety equipment for direct and indirect subordinates.
21. Provide functional direction, policy interpretation and specialized advice across divisions/department on capital projects.

Working Relationships:

Routine Contacts:

22. **Chief Administrative Officer** – Direct reporting relationship to discuss issues not covered by policy.
23. **Management Team** – Develop vision for the Township, to confer on policy matters and exchange ideas/information.
24. **Direct Subordinates/Staff** – Discuss and provide advice regarding major structural, equipment planning and maintenance decisions. Coordinate and delegate, as required, the daily operation of all activities associated with infrastructure, office support staff and mechanics.
25. **Managers/Directors** – Coordinate work in progress, mediate disputes and assist in solving problems as they arise.
26. **Other Department Managers** – Plan and coordinate work of Infrastructure Departments with other Departments. Exchange/share information.

27. **General Public** – Respond to request and queries regarding capital work projects. Resolve disputes regarding municipal services and operations.
28. **Contractors** – Obtain price, availability and leasing information for equipment rentals and to administer the day-to-day details of the contracts for various capital works projects.

Non-Routine Contacts:

29. **Technical/ Professional Consultants** – Obtain expert opinion/advice and to interact during construction or equipment installation projects. Arrange for services, discuss agreements, work in progress and completed contracts.
30. **Provincial and Federal Ministry Officials/Inspectors** – Obtain expert opinion/advice, information and clarification on standard, procedures and policies, and regulations. (e.g. Health and Safety Act) Discuss regulatory requirements and availability of grants and approvals.
31. **Council** – Regular attendance at Council meetings to speak on behalf of Departmental reports and issues.
32. **Indirect subordinates** – Hear and comment on recommendations and/or provide alternatives in unusual situations (e.g. dealing with public, contractors, project schedules and plan revisions). Obtain particulars and investigate unusual complaints and incidents (e.g. reports from public regarding department employees.)

Direct Financial Dimensions:

33. **Operating Budget** – Responsible for the preparation, implementation and monitoring of the annual operating budget.
34. **Capital Budget** – Responsible for the preparation, implementation and monitoring of the annual capital budget.
35. **Grants** – Responsible for researching, preparing and submitting grant funding applications.

Duties and Responsibilities:

Major Activity A: (80%)

36. Meets regularly and informally with Department managers to request and exchange information (e.g. to relay policy changes, assign project responsibility, coordinate schedules, discuss and resolve mutual problems, obtain project updates, hear recommendations, and approve or direct action).
37. Direct and participate in the development and implementation of goals, objectives, policies and procedures within the Department. Ensures that the Health and Safety policies are developed and implemented by departmental managers.
38. Approves or directs major modifications to plans and unusual expenditures involving technical specifications or budget overruns within policy guidelines. Refers change orders for approval according to policy where planned budgets will be substantially exceeded or proposed changes directly impact the public.
39. Provides technical advice on capital project planning (e.g. major maintenance, alterations and additions to real property) to municipal Departments and utilities as requested. Reviews all plans and drawings prepared by engineering staff and accepts official responsibility that work meets technical standards.
40. Assesses operational, administrative, and technical matters involving diverse and varied specifications, labour and financial considerations (e.g. repair/replace decisions regarding contracts for services) within administrative and operating policies.
41. Exercises financial control over operations and monitors actual expenditures against budgeted costs on project, taking appropriate action where costs exceed standards or budget. Ensures that approved budget goals are achieved, and cost objectives are met.
42. Responds to complaints regarding municipal services from citizens (received directly or referred by others). Investigates through discussions with appropriate personnel. Directs action to resolve or overcome difficulties and disputes. Provides verbal or written explanation as necessary.
43. Maintains and updates long-range (10 year) Asset Management Plans (AMP) and budget for municipal works and operations (e.g. equipment, machinery and utility systems replacement, upgrading, and expansion).
44. Participates with Management Team in preparation and review of annual municipal budgets and program proposals. Makes recommendations concerning major capital

works proposals (e.g. proposed replacement of machinery/equipment, extension or upgrading of utility and road services, alterations or building additions).

45. Reviews approved capital works programs to establish short-range planning needs for manpower and equipment requirements. Determines needs for contracted services based on planning variables (e.g. multiple project requirements, timeframes, requirements for specialized equipment and skills, manpower availability).
46. Attends all meetings of Council and Committee of the Whole to advise on technical matters under discussion and participate in policy formulation.
47. Confers with Chief Administrative Officer and the Clerk regarding correspondence, reports and data for inclusion as agenda items as required.
48. Maintains confidentiality of all planning, development, and tender matters under consideration or negotiation and which have not been approved by Council.
49. Advises in the development of the Township of South Glengarry's Emergency Management Plan.
50. Keeps abreast of community improvement needs and grant programs available through various Provincial Ministries and Federal Departments. Assesses applicability and benefits of grant programs and makes recommendations to the CAO or Council accordingly.
51. Coordinates and administers day-to-day activities of the Supervisor Roads and Fleet, Technical Supervisor, Infrastructure Coordinator and Director of Water and Wastewater.
52. Disseminates information to subordinates to ensure individuals are informed and current. Holds regular meetings with staff to discuss and resolve mutual problems, approve action or provide direction.
53. Required to ensure workplace meets health and safety regulations through adherence to technical stands and provision of adequate training and safety equipment for direct and indirect subordinates.

Major Activity B: (20%)

54. Reviews and authorizes all invoices as per contracts of major material and service contracts (e.g. asphalt, roadbed material etc.) Negotiates settlements on quality and scheduling claims.

55. Inspects reviews and approves engineering drawings.
56. Sits by appointment as Technical Advisor on Ad Hoc Committees as directed by Council.
57. Prepares staff reports and conducts investigations as required by Chief Administrative Officer and Council (e.g. investigate fault in insurance claim cases, assess applicability of funding proposed construction/repair project, etc.).
58. Acts as Project Manager on capital projects either directly or indirectly, or through subordinates.
59. Generates and completes all necessary reports and records as may be required. Attends and participates at Management team meetings, Council and outside agency meetings when requested.
60. Establishes and approves operating procedures, work and vacation schedules.
61. Keeps up to date on technical and regulatory developments by attending courses, seminars and conferences as required. Ensures that staff training and development is provided as required for subordinates.
62. Perform other duties as assigned by the CAO.

Mental Demands:

63. A high level of continuous concentration is required for extended periods of time while reviewing and analyzing statistics, reports or contracts, writing reports, reviewing plans, contracts, invoices and cost maintenance reports, attending meetings etc.
64. Submissions must be prepared to meet regular deadlines and scheduled meetings. Requirements for engineering details to complete funding applications may create rush requirements. Efforts of both in-house staff and consulting firms must be scheduled and coordinated to meet application deadlines.
65. Calls and visits from subordinates, public, superiors and peers may interrupt attention spans for short periods.

Impact of Errors:

66. Ensure direct and indirect subordinates follow procedures/legislation to ensure safety of fellow employees and the public (e.g. drinking water system).
67. Errors could lead to high costs through insufficient consideration of decisions affecting financial or contractual requirements, potential lawsuits.

- 68. Delays can have significant impact on municipal services as well as outside agencies.
- 69. Errors may lead to charges being laid against the General Manager, CAO, The Corporation or Head of Council resulting in possible fines or imprisonment.

Hours of Work:

- 70. Required to work eight (8) hour days during normal business hours - with after-hours emergency response – and on occasion may have flexibility in after hour situations.
- 71. Must provide leadership in emergency situations and have the flexibility to operate outside of normal working hours.

Overtime:

- 72. Overtime is compensated as per the Township Policy

Work Environment:

- 73. Spends 70% to 90% of the average work year indoors in private office surrounding and operational areas (e.g. Water Treatment and Sewage Treatment Plants, Public Works Yards).
- 74. Balance of work year is spent outside, in local travel and on-site, to observe infrastructure condition and to assess problems or work in progress at job sites.

Hazards:

- 75. Infrequently exposed to risks of falling from heights of ten feet while inspecting job sites (e.g. open holes and trenches). Infrequently exposed to risks of chemicals, germs/infectious disease when assessing sanitary sewer problems and inspecting the sewage treatment plant.
- 76. Infrequently exposed to equipment exhaust fumes, working through the night, outside to coordinate water and wastewater repairs, etc.

77. Infrequent inspection on work sites can have frequent hazards (e.g. trips, falls, moving equipment, fumes).