



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Civil Infrastructure Manager	
Position Number	Reports to
	Director, Public Works

PURPOSE

The Civil Infrastructure Manager is responsible for providing expert technical input and coordination on municipal public works projects and coordination of Town public works contracts in the best interests of the Town and its residents.

SCOPE

The position of Civil Infrastructure Manager reports to the Director of Public Works. The Civil Infrastructure Manager is responsible for the technical coordination and inspection of municipal capital projects and development activities as they relate to roads, water, wastewater and facilities.

This position will work with consultants to review preliminary and detailed design drawing submissions, perform fieldwork such as surveying, handle inspection and enforcement of municipal development infrastructure installations and assist the Public Works and other departments with troubleshooting infrastructure and development related issues. The Engineering Technologist is responsible for preparation and/or coordination of municipal infrastructure planning reports, implementing detailed analysis of existing and proposed infrastructure, compiling and maintaining the Town’s record drawings and infrastructure reports.

This position will coordinate work on the Town’s service contracts as well as the Town’s water license to ensure compliance.

This position also provides other general technical support to the Director and other municipal departments as required.

RESPONSIBILITIES

1. Provides engineering expertise to the Town on an array of infrastructure and technical projects. This includes but is not limited to:
 - Takes the lead for capital works projects for municipal infrastructure including asset condition assessments, budget preparation, obtaining regulatory approvals, tender/RFP development, construction

- supervision/quality control, and progress payments; prepares summary reports and environment study reports and reports to Council on findings.
- Acts as the Town's representative in dealing with the public, property owners, other departments, utilities, consultants, other levels of government, etc. on matters related to Town engineering projects including resolving/referring complaints and obtaining necessary approvals as required.
 - Performs general site inspections on all Town engineering projects to ensure services are constructed in accordance with appropriate standards and specifications and/or resolves problems related to design/installation of services including interpretation and assisting inspectors or consultants in the enforcement of contracts.
 - Prepares technical memos, reports for Committee and Council, tender documents, RFPs, RFQs, and specifications/technical proposal and reporting information as required.
2. Undertakes technical review of land development and zoning issues. This includes but is not limited to:
 - Reviews site plan applications, engineering drawings and agreements related to municipal services and external works. Duties include construction inspections, recommending final acceptance of municipal services and security reductions.
 - Reviews, approves and administers site alteration and fill permits, municipal water and sewer service connection permits, driveway and entrance permits and ROW issues.
 - Reviews and provides engineering comments and clearances on planning applications, zoning amendments and minor variances.
 - Reviews and approves site grading plans for subdivision lots, site plans, and in-fill building permits. Investigates and resolves drainage issues and complaints received related to site grading and municipal drainage.
 3. Manages the Town's service contracts for the delivery of water, the collection of sewage, the collection of garbage, and the operation of the Solid Waste Facility to ensure compliance and consistency. This includes but is not limited to:
 - Ensures contracts are up to date.
 - Reviews and updates contracts as necessary.
 - Prepares documents and reviews submissions for RFP process on new contracts when existing terms have expired.
 4. Assists with the management and compliance aspects of the Town's Water License. This includes but is not limited to:
 - Ensures reports and other requirements are submitted to the Mackenzie Valley Land and Water Board on time.
 - Coordinates and assists with testing requirements of the water license.
 - Coordinates and submits responses to questions and comments arising from public review of water license items.
 5. Collaborates with other Public Works staff and other departments to develop, establish and implement an Asset Management System for the Town, based on technical requirements, standards and specifications.
 6. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Design and construction experience in municipal engineering projects: roads, water distribution, wastewater and utilities design.
- Demonstrated knowledge and ability in the preparation of cost estimates, tender documents, RFP's, RFQ's, EOI's, etc. including specifications.
- Highly organized and demonstrated ability to work independently, under pressure, set priorities and meet deadlines.
- Excellent communication skills (oral and written).
- Demonstrated exceptional working knowledge of Microsoft applications, specifically Word and Excel.
- Knowledge and experience with AutoCAD would be an asset.
- Team leadership skills.
- Project management skills.
- Analytical and problem-solving skills.

QUALIFICATIONS

The Civil Infrastructure Manager would normally attain the required knowledge, skills and attitudes through completion of a Civil Engineering Technologist Diploma from a recognized post-secondary institution and two years' experience, preferably in a civil/municipal context. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

At times, the Civil Infrastructure Managers position will require site work. The incumbent will have to work in all weather and must be prepared for both extreme heat and cold.

Environmental Conditions

There are no unusual environmental demands with this position.

Sensory Demands

There are no unusual sensory demands with this position.

Mental Demands

The Civil Infrastructure Manager must work independently and is expected to provide expert advice on complex large-scale projects. Working with engineering consulting companies on municipal projects will require project management oversight skills and negotiation and diplomacy to work in the best interests of the Town.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Civil Infrastructure Manager

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	