



## THE CORPORATION OF THE CITY OF SARNIA

**Job Title:** Director of Engineering

**Effective Date:** March, 2003

**Department:** Engineering

**Group:** Non Union

**Reports to:** Chief Administrative Officer

**Revised Date:** July, 2017

**Division:** n/a

**Job Class:** 13

**Location:** City Hall

**Hours of Work:** (check all applicable)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Weekday hours       | <input type="checkbox"/> Weekend hours                  |
| <input type="checkbox"/> Afternoon hours                | <input type="checkbox"/> Evening hours                  |
| <input type="checkbox"/> Occasional weekends            | <input checked="" type="checkbox"/> Occasional evenings |
| <input checked="" type="checkbox"/> On call after hours | <input checked="" type="checkbox"/> On call weekends    |

### Conditions of Employment:

This position is required to work outside and beyond the normal hours of work. Incumbent will receive one (1) week of additional vacation yearly for such time worked.

### Reporting to this position:

Directly: Manager of Construction, Manager of Design & Infrastructure, Manager of Development and Transportation, Manager of Public Works, Manager of Operation Services, Administrative Assistant - Engineering

Indirectly: Indirectly oversees approximately 150 full-time equivalent employees

### Position Summary and Purpose

Under the general direction of the Chief Administrative Officer (CAO), is responsible for and perform duties described below, assist the CAO in other assigned activities and contributes as a member of the Senior Management Team.

Efforts are principally concentrated on providing strategic leadership and ensuring sound practices relating to the provision of services throughout the City consistent with the City's vision and values. Oversees the operations, activities and performance of the following departments:

- Engineering including Construction, Design and Infrastructure, Development and Transportation, Municipal Drainage
- Operations including Public Works, Fleet, Water Pollution Control Centre, Environmental Services
- Transit

Within his/her function, operates with broad management authority receiving little technical guidance and subject only to overall policy and financial controls.

Maintains such relationships with other civic boards and commissions, Provincial and Federal government agencies, and the general public as is necessary for the fulfillment of his/her duties.

May delegate specific responsibilities to staff members, together with the necessary authority for their fulfillment, but may neither delegate nor relinquish overall responsibility for results.

### **Key Departmental Responsibilities**

1. Responsible for the effective management of diverse work units-- planning, organizing, leading and controlling the operations of development engineering, traffic engineering, design & construction, drainage, public works, waste water treatment, solid waste, recycling and environmental services and transit. This would include master planning for Water, Waste Water, Transportation, Transit and Asset Management. Ensures efficient co-ordination of these functions and that effective and appropriate strategy relative to these functions form part of corporate decisions.
2. Oversees the development of strategies, policies and operational changes relating to engineering planning, design and construction and project management. Ensures that the design and construction is in accordance with sound engineering practices, City of Sarnia design standards and is consistent with approved project budgets
3. Acts as advisor and resource to Council, researching and submitting reports as directed by the CAO and/or City Council. Ensures that the strategic directions set by Council are accomplished.
4. Responsible for statutory functions as required by legislative authority.
5. Contributes as a member of the senior management committee in reviewing and providing input on major Corporate initiatives
6. Responsible for the preparation and presentation of the annual departmental budgets to Council including capital planning. Implements the approved program and budget of expenditures for carrying out the activities to which he/she is responsible, management of the capital program and maintains expenditures within limits prescribed. Monitors budget performance and reports variances to the CAO.
7. Identify Department staffing requirements including:
  - o Effective utilization of human resources in the Department
  - o Effective recruitment, selection, training, motivation, promotion and performance management of staff
8. Provide direction to managers and supervisors of assigned Divisions relating to policy decisions, procedures, general operations and the management of personnel, facilities, buildings, equipment and financial resources allocated to the Department by Council.
9. Represents the Corporation in a variety of forums including those with senior government

10. Interacts with a network of professional contacts for the exchange of knowledge, solutions and best practice improvements in response to changing regulatory and business environments. This includes customers and the public as necessary to support all projects, departmental programs and strategic objectives in a positive and participatory manner. Manage a customer complaint process to ensure effective resolution of concerns.
11. Performs such other duties necessary to maintain the continuity of the Engineering and associated Departments for the Corporation.

### **Qualifications**

- Degree in Engineering or a related discipline or equivalency and a Registered Professional Engineer with the Professional Engineers of Ontario
- A minimum of 10 years' experience in a senior municipal capacity to gain operational and technical knowledge and political acumen. A background in finance, planning and development, transit, project management and capital planning would be an asset.
- Strategic and innovative thinker with the proven ability to design, develop and implement strategic and operational business plans and best practices, understands financial acumen with a proven track record of delivering results.
- Superior leadership skills with a team-oriented management style and the ability to motivate, influence, mentor and work collaboratively in a complex cross-department environment. Can drive performance and build potential and relationships while leading change in a unionized environment.
- Excellent presentation, negotiation and facilitation skills, including the public consultation process.
- Excellent written and verbal communication and active listening skills including the ability to build relationships of trust and respect with council, management, employees and bargaining units.
- Well-developed interpersonal skills and the proven ability to establish and maintain effective working relationships within and external to the organization and department; including maintaining good working relationships with elected and appointed officials, members of the public and other levels of government.
- Excellent organizational and customer service knowledge, skills and abilities
- Thorough knowledge and understanding of the statutes and regulations appropriate to the positions as well as the Occupational Health and Safety Act and regulations.