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Job Title:	Director of Infrastructure
Department:	Infrastructure
Reports To:	Chief Administrative Officer
Last Update:	February 2025

Job Summary:

The Director of Infrastructure oversees municipal infrastructure services, which encompass roads, municipal water and wastewater systems, stormwater management, parks, facilities, and capital projects. This role includes managing a team of 23 full-time employees, up to 2 seasonal positions, and 5 summer students. The Director is responsible for developing, implementing, and administering programs related to water and wastewater treatment, supply and distribution. They act as a liaison with the current water operating authority and the Ministry of the Environment, Conservation and Parks (MECP). Additionally, the Director ensures compliance with corporate policies, meets the requirements set by the Municipal Act, maintains budgetary controls, and achieves performance targets while making key departmental decisions and establishing policies.

Primary Duties and Responsibilities:

1. Management:

- a) Ensure all staff comply with and perform their duties in accordance with the Code of Conduct.
- b) Conduct regular meetings to review Township policies and Standard Operating Procedures to ensure all employees comply with Township Health and Safety policies and the Occupational Health and Safety Act.
- c) Manage all department staff and provide guidance and direction, as required, conduct performance reviews, assign work, schedule time off, schedule training, administer discipline and recommend to the CAO the appointment, suspension or dismissal of staff.
- d) Ensure staff proficiency and ability by complying with current standards and protect the municipality from liability.
- e) Assist HR & the CAO with promotions and succession planning.
- f) Complete and submit to the Treasurer the Ten-Year Capital Forecast as it relates to the infrastructure projects taking into consideration road conditions, usage, maintenance demands and applicable studies that relate to Roads, Water, Wastewater, Facilities, Parks, Drainage, and Stormwater and also consider available grants and support recommendations to Council.
- g) Prepare and submit to the treasurer annual budgets for capital projects, operational services, water and wastewater systems, vehicle maintenance

- costs, and other service areas in conjunction with the Treasurer, having regard to the capital forecast and MECP requirements.
- a) Review and authorize all Infrastructure accounts for payment including payroll, equipment and supplies, and ensure expenditures remain within budget limits established by Council.
 - h) Confirm staff and contractors/suppliers receive correct compensation for services and that the Purchasing Policy is adhered to.
 - i) Attend Senior Staff and Council / Committee meetings, and conferences/delegations as required.
 - j) Participate in the negotiation of the collective bargaining agreement.
 - k) Undertake other duties assigned by CAO in accordance with corporate objectives.
 - l) Ensure water operating authority provides safe potable water at all community centers, infrastructure yards, fire halls, and other municipal facilities which are not connected to a municipal drinking water system by meeting all MECP Drinking Water Regulations and Health Unit Regulations.
 - m) Ensure all plants and property under the control of this service area are maintained.
 - n) Ensure water operating authority follows all Environmental Compliance Approvals, Drinking Water Works Permits, and other licencing requirements are kept current and that all systems operate in compliance,
 - o) Manage, budget and provide oversight into maintenance of all parks and municipal building facilities.
 - p) Ensure all municipal buildings are kept in a good state of repair, and that regular maintenance is scheduled and completed. Review and provide management of the Townships asset management plans in consultation with staff and the Treasurer

2. Operations:

- a) Follow the defined process in the collective bargaining agreement for work assignment, discipline, vacation, hours of work, overtime, leaves of absence etc.
- b) Follow prescribed health and safety procedures, including wearing personal protective equipment, and operate equipment safely and competently.
- c) Liaise with federal, provincial and local government agencies as required in the performance of these duties.
- d) Regularly check weather conditions, forecasts and water levels.
- e) Patrol roads to assess needs and ensure public safety.
- f) Liaison with Transport Canada and Railway officials regarding crossings.
- g) Liaison with public utilities.
- h) Stay current with Government regulations and best practices for methods of construction, maintenance and use of equipment and provide advice to Council, the CAO, consultants, contractors and the public, as required.
- i) Provide management and direction for the maintenance and construction of all Works related infrastructure including roads, bridges, culverts, drainage,

- storm ponds, street lighting, buildings, trails, municipal parks, facilities, and water and wastewater infrastructure all in accordance with Council bylaws and polices including the Engineering Design Standards, governmental Legislation and budgetary guidelines.
- j) Develop, recommend, implement approved policies and operating procedures necessary for the efficient operation of the Infrastructure department, and ensure changes in Council policies conform to government regulations.
 - k) Develop and Review tenders and quotations as required, attend Tender Opening Committee meetings and recommend to Council the appropriate supplier.
 - l) Oversee all Infrastructure Contracts, the preparation of any contracts by the Township's consulting engineer and all purchasing.
 - m) Responsible for all work carried out under contract and certify its completion and compliance with the Township standards.
 - n) Responsible for fleet management for the Township, ensuring all vehicles and heavy equipment are maintained and properly licensed.
 - o) Assist other Directors in the selection of new vehicles.
 - p) Recommend the timely replacement of vehicles and heavy equipment.
 - q) Maintain records and logs of the operation of the department including details of work performed and labour, equipment and materials disposition.
 - r) File information and provide an expert witness in court prosecutions, as required.
 - s) Respond to telephone, written and counter inquiries from the public regarding roadways and drainage.
 - t) Review all planning applications and comments from an Infrastructure perspective ensuring compliance with the Township's Standard Design Criteria.
 - u) Approve all drawings submitted by utilities for work on municipal property and coordinate the work.
 - v) Issue Licenses for topsoil removal and enforce bylaws as required.
 - w) Report all known or suspected violations of the Township bylaws to the Bylaw Enforcement officer or designate.
 - x) On call and available, at all times, to be able to respond to emergencies or arrange to have an Infrastructure Foreman or Crew Leader available.
 - y) Manage and keep licensing current for municipal pesticide application licence.

3. Public Interactions with Council and Committee of the Whole:

- a) Attend Council and Committee of the Whole to receive instructions regarding work to be undertaken and complete reports on progress of Infrastructure projects, expenditures, and commitments.
- b) Ensure the safety of the public by repairing, correcting or barricading Infrastructure with the least possible delay, to prevent further deterioration to the infrastructure and / or prevent accidents to users and to act promptly in all cases of an emergency.

- c) Liaise with Simcoe County on matters concerning solid waste, garbage pick-up, and litter control.
- d) Attend meetings and conferences with the Senior Leadership Team, ratepayers, special interest groups, community consultations, professional network tables and other meetings, as required.
- e) Draft and recommend to Council in conjunction with the Treasurer required fees for services rendered by the Infrastructure Department.
- f) Participate in the Emergency Management Community Control Group.
- g) Attend all council meetings.
- h) Manage customer relations by responding to enquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.
- i) Recommend to the CAO that water restrictions or outdoor water bans go into effect because of high water usage, low water reserves, or restrictions placed by the MECP and the Conservation Authority.

4. Compliance:

- a) Stay current with Government regulations and best practices for operating water and sewer plants and provide advice to Council, the CAO, consultants, contractors, and the public, as required.
- b) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, and other related policies and procedures.
- c) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

5. Accountability:

- a) Legally responsible for providing safe drinking water to residents on municipal services as outlined in part XI of The Safe Drinking Water Act.

Supervisory Responsibilities:

- Foreperson
- Supervisor of Parks and Facilities
- Manager of Operations
- Building and Maintenance Supervisor
- GIS and Asset Management Coordinator
- Support Services
- Resource Technician/Risk Management Official
- Mechanic
- Apprentice Mechanic
- Heavy Equipment Operators
- Labourers

- Seasonal and Students

Education, Experience and Qualifications:

- University Degree in Civil Engineering or a related field, or equivalent education and experience
- Minimum five-seven years of progressive leadership experience, preferably at a municipal level
- In-depth understanding of the Safe Drinking Water Act and Applicable Regulations
- Possession and maintenance of a valid unrestricted Ontario Class "G" Driver's Licence
- Experience in analytical and problem solving, investigation, and evidence-gathering techniques
- Experience in the principles and practices of effective employee supervision, including selection, training techniques and methods
- Experience in public education and awareness
- Experience in administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes
- Effective verbal, oral and written communication skills
- Proven ability to deal effectively with people in difficult situations
- Proficient in Microsoft Office suite
- WHMIS
- Mechanical and Electrical Aptitude

Required Certifications or Designations:

- P. Eng., C.E.T or Certified Road Supervisor

Applicable Regulations:

- Highway Traffic Act and regulations
- Drainage Act and regulations
- Labour Act and regulations
- Municipal Act and regulations
- Health and Safety Act and regulations
- O.Reg. 588/17 Asset Management Planning
- O.REG.128/04 Certification of Drinking Water Systems Operators and Water Quality Analysis
- O.REG.169/03 Safe Drinking Water Act
- O.REG.170/03 Drinking Water Systems Regulation
- O.REG.318/08 Small Drinking Water Systems
- O.REG.338/09 Nutrient Management Act

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.