

The Town of Cobourg is seeking an **Assistant Manager, Engineering**. The Assistant Manager, Engineering is accountable for the creation and implementation of all Public Works asset related strategic plans and ensuring the long-term sustainable growth of the Town and will undertake the asset management initiatives for the Public Works Division and lead the development of asset management corporately. The primary duties of this position include:

- Developing and implementing the Asset Management planning function for Public Works assets including:
 - The identification of capital requirements resulting from changes to levels of service, regulatory and legislative changes and other considerations.
 - Coordinating long range infrastructure planning objectives to support development growth and replacement/expansion of existing infrastructure; and
 - The development of long range operational and capital financial plans and funding sources associated with Public Works assets.
- Developing and leading a Corporate-wide Asset Management Strategy and roadmap initiatives that improve Asset Management processes, technologies and data.
- Preparation of the Town's consolidated Asset Management Plan and subsequent annual updates.
- Establishing and reporting on Public Works levels of service delivery as they relate to growth management.
- Supporting all divisions in coordinating asset inspections and condition assessments of municipal infrastructure assets through consultants and internal staff.
- Procuring and implementing tools and software that will allow for more advanced administration and analysis of the Town's assets and asset management processes as part of continuous improvements.
- Works in collaboration with the Manager to develop the long-range planning, design, implementation and administration of various special projects and studies with specialized attention to asset management, environmental and sustainable initiatives.
- Planning and coordinating the implementation of Master Plans related to active transportation initiatives; public transit services and transit fleet management; sanitary and storm collection and pump stations; stormwater and wastewater treatment facilities.
- Collaborating with Engineering, Roads/Sewers and GIS to prepare a coordinated resurfacing program as a key component of the Town's asset management plan.
- Developing the Town's sustainability initiatives, including the identification and execution of projects that contribute towards increased environmental sustainability through the reduction of energy usage, greenhouse gas emissions, wastewater flows and other benefits.
- Assisting the Manager with the development and administration of an annual operating and capital budget as well as monitoring and controlling expenditures.
- Identifying and implementing continuous improvement measures for Public Works' facilities, fleet, and other infrastructure management.
- Preparing reports/recommendations and attending required Council, Council/Committee and other public meetings and events as required, making presentations and providing advice/guidelines on strategies, legislation and regulatory guidelines.

The successful candidate will be a Graduate from a recognized Civil Engineering Technology program or university engineering program. The individual must also be a member in good standing with PEO and/or OACETT as well as have a minimum of seven (7) years of professional



Job Posting 22-10

Assistant Manager, Engineering

experience with municipal infrastructure project management and related works. The individual is also required to hold a certificate or designation in Asset Management or be willing to obtain upon employment within an agreed upon timeframe.

Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality at all times is required. The successful candidate will have excellent communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation, team building, leadership, and supervisory skills.

The successful candidate will need to have experience and knowledge in Strategic long range planning in the effective delivery of complex assignments such as environmental assessments and master plans from inception through to implementation involving the interests and input of multiple stakeholders; thorough knowledge of engineering design and construction standards and principles related to life-cycle activities for roads, sidewalks, stormwater systems, bridges and culverts, wastewater treatment and collections systems; and a strong understanding of the role of Geographic Information Systems (GIS) and other systems/data sources in Asset Management.

The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

WAGE:

The wage scale for this position is Non-Union Grade 8: \$81,754.40 – \$95,641.00 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca.

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The Town of Cobourg is committed to doing our part in the fight against COVID-19 and requires that individuals be fully vaccinated against COVID-19 as a condition of working at the Town. The Town of Cobourg recognizes its obligations pursuant to the Ontario Human Rights Code and will provide accommodation where such requests are substantiated. As a result, if you are the successful applicant for a position, you will be required to submit proof that you are fully vaccinated against COVID-19 prior to your first date of employment.