

TITLE: MANAGER, INFRASTRUCTURE PLANNING

DEPARTMENT: ENGINEERING

DIVISION: PUBLIC WORKS AND ENGINEERING

PURPOSE OF JOB:

The Manager of Infrastructure Planning assists the Director of Public Works & Engineering in ensuring that the management and delivery of Divisional services are aligned to achieve Council's Corporate Strategic directives in the areas of asset management, long range infrastructure planning, engineering policy and procedure development, project management, development application evaluation and processing, growth management, urban design, and development construction management, and for providing advice and engineering opinions and preparing relevant reports and memoranda to Council, the public, agencies and other stakeholders.

The Manager also assists the Deputy Director, Engineering in preparing and executing the Engineering Department's annual budget in a manner consistent with the Corporate Strategic Plan and helps identify and secure the necessary resources for providing Department service delivery within the approved budget. The Manager assists the Deputy Director in administering and enforcing provincial and municipal policies and legislation and provides professional advice and/or evidence before Council and various sub-committees of Council as required.

The Manager of Infrastructure Planning is responsible for leading and managing all aspects of the delivery of the Town's Corporate Asset Management Plan and the project management/administration of long range infrastructure studies all to support development growth and to ensure the long-term sustainable management of the Town's infrastructure. The Manager is also responsible for the review and approval of development applications for connections to existing infrastructure as well as the administration of related construction works.

REPORTS TO: DEPUTY DIRECTOR, ENGINEERING

MAIN TECHNICAL RESPONSIBILITIES:

Land Development

- Attend Development Review Team meetings and conduct engineering reviews to ensure land development applications align with existing and planned infrastructure works.
- Review development applications and provide recommendations to the Planning Department regarding connections to existing Town infrastructure.
- Ensure all engineering components of development applications comply with applicable legislation, regulations, codes, policies, standards and bylaws.
- Establish engineering requirements and conditions for draft plan approvals and development agreements.
- Calculate security requirements for infrastructure proposed within municipal right of way for inclusion in the development agreements.
- Administer and enforce the terms of the development agreements.
- Oversee construction of new infrastructure to be assumed by the Town including obtaining required inspections and material testing records.
- Act as the primary liaison between the Town and developers, contractors, and consultants for all construction related matters within a municipal right of way.
- Respond to public inquiries regarding development construction within the right of way, address

complaints related to site upkeep (eg. Weeds, dust, street sweeping), coordinate required work by Roads & Sewers staff when necessary, and ensure cost recovery from non-compliant contractors.

- Review and approve the clearance of applicable development conditions.
- Provide recommendations to the Director, Public Works & Engineering or their designate for security reductions and releases.
- Recommend developments to the Director, Public Works & Engineering or their designate for all developments that meet the qualifications of maintenance status or assumption.
- Review and establish engineering fees and charges for development works.

Asset Management

- Develop and maintain the Corporate Asset Management Plan for core and non-core assets including:
 - Develop and lead Corporate-wide Asset Management Strategy and roadmap initiatives that improve Asset Management processes, technologies and data.
 - Coordinate inspections and condition assessments of municipal infrastructure assets through consultants and/or internal staff.
 - Establish Public Works asset condition and performance rating criteria, lifecycle strategies; replacement values; and levels of service, as well as supporting all other departments with doing the same.
 - Prepare long range operational and capital financial plans for Public Works assets and coordinate same for corporate wide assets.
- Procure and implement tools and software to enhance asset administration, analysis, and continuous improvement of asset management processes. .
- Procure professional services to facilitate annual advancement of the Town's corporate wide asset management plan including facility and infrastructure condition assessments.
- Lead an internal Staff working group of Department champions who are responsible for the collection and reporting of asset data requirements.
- Engage with the public and Council on service level standards and expectations.
- Develop interactive tools and presentations to educate the public and Council on the importance of asset management for the long term sustainability of the Town's corporate assets.

Long Range Infrastructure Planning

- Procure professional services and manage studies required for the planning of growth related infrastructure such as a transportation master plan and environmental assessments in accordance with the Environmental Assessment Act.
- Respond to infrastructure related inquiries from internal staff, municipal partners, external stakeholders and development professionals.
- Review and contribute to long range corporate wide planning studies such as the Town's Official Plan, Zoning By-law, and Development Charges Study.

ADMINISTRATIVE AND HUMAN RESOURCES:

- Lead and coordinate capital and operational activities in alignment with organizational strategy under the direction of the Deputy Director, Engineering.
- Manage and supervise staff, including recruitment, training, performance management, and disciplinary matters.
- Review and contribute to updates to the Town of Cobourg Engineering Design Guidelines.
- Support continuous improvement of procedures related to Asset Management, Development Review and Infrastructure Planning.
- Provide input on departmental goals, objectives, policies, and procedures.
- Keep informed on relevant matters and research new technologies and best practices related to

- asset management of municipal infrastructure, policies, procedures, and trends.
- Anticipate future resource requirements based on demographics, growth, changing priorities, legislative changes, etc. considering all options and makes recommendations to the Deputy Director, Engineering regarding changes in service delivery, reallocation of resources, additional staff, contracted services etc.
 - Stay current with relevant legislation, technologies, and best practices through research and professional development.
 - Attend seminars, workshops, conferences, and training as required.
 - Assess future resource needs based on growth, demographics, and legislative changes, and recommend adjustments to service delivery and staffing.
 - Support the professional development, mentoring, and training of engineering staff.
 - Maintain strong labour relations and positive public relations.
 - Support compliance with the Ontario Health and Safety Act and Regulations.
 - Perform additional administrative duties as required.

MANAGEMENT AND LEADERSHIP:

- Assign work, provide direct supervision, and oversee staff related to capital project delivery.
- Assist the Deputy Director in strategic planning and overall departmental management.
- Ensure customer service standards and effective communication with residents, elected officials, and community groups.
- Collaborate with other Town departments and external stakeholders, providing expert engineering leadership.
- Promote a culture of innovation, engagement, and respect across the organization.
- Participate as part of the Management Team in strategic planning and development of corporate policies and procedures.

FINANCIAL MANAGEMENT:

- Prepare annual capital budget estimates using detailed engineering calculations.
- Implement and monitor the departmental operating and capital budgets, ensuring fiscal control.
- Prepare technical and financial information for capital grant applications.
- Recommend actions regarding unbudgeted projects, operational needs, and over-budget scenarios.

ADVICE AND INFORMATION

- Attend Council, Committee, and public meetings; prepare reports; deliver presentations; and provide guidance on capital projects and regulatory requirements.
- Direct staff responses to public inquiries regarding capital projects and infrastructure.
- Exchange information and provide advice to municipal staff, consultants, agencies, Council, community groups, and the public.
- Maintain positive relationships with the public and development community.
- Engage with stakeholders to develop responsible, community-focused solutions.
- Lead public meetings and consultations for assigned projects.
- Respond to complaints related to high-profile, complex, or sensitive projects.
- Provide guidance on local, provincial, and federal standards and regulations.

SUPERVISION:

Direct: 1 Engineering Technician

Indirect: GIS Coordinator, Asset Management Coordinator, Engineering Technician, Transportation Supervisor

EDUCATION & EXPERIENCE REQUIRED:

- Successful completion of a relevant post-secondary education in Engineering is required.
- Membership or is eligible for membership with the Professional Engineers of Ontario (PEO) as a Professional Engineer or Limited Engineering License holder is preferred.
- At minimum, must have membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technician (C.Tech).
- A minimum of seven (7) years of directly related engineering experience with progressive responsibility in municipal project management including long range infrastructure planning, environmental assessments, transportation master plans, asset management, budget preparation, procurement and administration of engineering consultants.
- Holds a certificate or designation in Asset Management or willing to obtain upon employment within an agreed upon timeframe.
- Demonstrated experience 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 facilities, bridges and culverts, wastewater collections systems.
- A strong understanding of the role of Geographic Information Systems (GIS) and other systems/data sources in Asset Management.
- Financial management skills, including budget preparation, monitoring, forecasting, and reporting
- Strong leadership, coaching, and mentoring skills with demonstrated ability to inspire high performance and staff engagement.
- Demonstrated political acuity and ability to work effectively with elected officials, senior management, developers, and the public.
- Ability to build strong partnerships and relationships with the development community, external agencies, and internal stakeholders.
- Knowledge of applicable government legislation related to the responsibilities of the position, including the Occupational Health and Safety Act, Construction Act, Infrastructure for Jobs and Prosperity Act, Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Planning Act, Development Charges Act, Municipal Act and associated regulations, contract law and other engineering and safety-related legislation and regulations.
- Knowledge of applicable engineering guidelines and standards related to the responsibilities of the position including the Ontario Building Code, Construction Standards Association, Ontario Provincial Standards, Ministry of the Environment, Conservation and Parks (MECP) standards and guidelines, Canadian Highway Bridge Design Code, Transportation Association of Canada Guidelines, Ontario Provincial Standards, civil engineering principles, standards and best practices, design/construction standards and tendering methods.
- Intermediate level computer knowledge and skills in Adobe Acrobat and Microsoft Office Suite (i.e. Outlook, Word, Excel).
- Valid Class G2/G Driver License with a satisfactory drivers record as deemed by the corporation and access to a reliable vehicle for work is required.
- Must obtain a Satisfactory Criminal Record Check upon employment.

WORKING RELATIONSHIPS:

Internal:

- Council - Information is provided to Council regarding asset management, long range planning studies and other special projects on a regular basis.
- Public Works Managers - Supporting Divisional long range planning needs and asset management requirements.
- Finance Department – Develop financial strategies through the corporate budget process to

ensure the long-term sustainability and affordability of the Corporations assets.

- Planning Department – Collaborating on active development applications and advancing of growth related infrastructure planning studies.
- Division Directors – Provide information and support to all divisions with the delivery of the corporate asset management plan and long range infrastructure planning needs.

External:

- General Public and Local Stakeholders - Regular communications to provide information regarding upcoming and on-going studies, development construction, asset management, procedures, financial plans and other project inquiries.
- Approval Authorities – Local (GRCA, Northumberland County), Provincial (MECP, MNRF, MTO etc.) and Federal (IO, DFO, etc.).
- Neighboring Municipalities and County of Northumberland – Regular communications regarding the sharing of information related to the management of municipal infrastructure and shared services opportunities.
- Consultants, Developers, Contractors – Provide technical information and advice as needed and maintain effective working relationships.

WORKING CONDITIONS:

- Hours of work are flexible (35 hours/week).
- This position may be required to work evenings, weekends and respond outside normal working hours as required.
- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Frequent and ongoing exposure to political pressures, daily interruptions and employee relations issues.
- Often working under pressure with heavy workload.
- Requirement to deal with difficult employee relations issues, terminations and other emotional situations.
- Carry an appropriate communications device to respond to Departmental situations in a timely manner.
- Valid Ontario Driver’s License and access to reliable vehicle.

Director Signature	Date
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CAO Approval Signature	Date
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Original: January 2024

Revised: March 2026