

**TITLE:** MANAGER, MAJOR CAPITAL

**DEPARTMENT:** ENGINEERING

**DIVISION:** PUBLIC WORKS AND ENGINEERING

**PURPOSE OF JOB:**

The Manager of Major Capital is responsible for leading and overseeing the delivery of complex capital infrastructure projects across the corporation. This includes projects involving transportation infrastructure, structures, sanitary collection, and stormwater collection and treatment systems within the Public Works Division and for major capital initiatives corporate-wide. The Manager plans, budgets, and executes capital projects in alignment with Asset Management objectives and long-range infrastructure planning. The role also manages construction activities within the public right-of-way and works with senior leadership to develop maintenance programs for core municipal assets.

The Manager supports the Director of Public Works & Engineering by ensuring the Division's services and capital programs align with Council's strategic priorities. This includes contributing to engineering policy and procedure development, providing project and construction management expertise, and preparing professional reports, advice, and engineering opinions for Council, the public, agencies, and other stakeholders. As part of the Management Team, the Manager helps advance the objectives of the CAO and Council as outlined in the Corporate Strategic Plan.

The Manager also works closely with the Deputy Director, Engineering to prepare and implement the Engineering Department's annual budget in accordance with corporate goals, and to secure the resources needed to deliver services within approved funding. Additionally, the Manager assists in administering and enforcing provincial and municipal legislation and provides professional advice and evidence before Council and its subcommittees as required.

**REPORTS TO:** DEPUTY DIRECTOR, ENGINEERING

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**MAIN TECHNICAL RESPONSIBILITIES:**

- Manage the budget, design, tendering, construction administration and delivery of core infrastructure capital works projects valued from ~\$2-\$10+ million, including road reconstructions, sewer replacements/rehabilitations, bridge and culvert works, pump stations, wastewater treatment and stormwater facility rehabilitations.
- Lead major corporate capital projects (e.g., waterfront and wastewater treatment plant infrastructure) as assigned.
- Contribute to and implement strategies from long-range planning documents such as the Official Plan, Secondary Plans, Environmental Assessments, Transportation Master Plan, Development Charges Study, and related studies.
- Implement priorities outlined in the Corporate Asset Management Plan, including identifying funding strategies and opportunities.
- Ensure capital project activities comply with applicable legislation, regulations, codes, policies, standards, and bylaws.
- Develop scopes of work and procurement documents for engineering consulting services and evaluate proposals in accordance with the Town's procurement policy.
- Review drawings, studies, specifications, cost estimates, design calculations, and analyses

- prepared by consultants.
- Secure required approvals from conservation authorities and provincial/federal ministries and agencies.
- Procure construction services, prepare tender documents, and evaluate bids in accordance with procurement policy.
- Administer construction contracts, including site meetings, schedule monitoring, and review/approval of change orders and payment certificates.
- Prepare and deliver the bi-annual road resurfacing program as part of the Town's asset management strategy.
- Identify and resolve complex design and construction issues, considering technical, environmental, community, and cost factors.
- Review and contribute to updates to the Town of Cobourg Engineering Design Guidelines.
- Advance sustainability initiatives and integrate them into engineering standards and capital project practices.
- Review and approve permits and municipal consents for works in the public right-of-way, including site alteration permits.
- Provide technical advice, reviews, and inspections using standard engineering principles to support infrastructure operations and maintenance.
- Collaborate with senior management on maintenance programs for core assets.
- Identify and implement continuous improvements in capital project management and procurement.
- Expand in-house engineering design capabilities and oversee internal design work where feasible.

### **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.
- Support continuous improvement of procedures related to capital works.
- Provide input on departmental goals, objectives, policies, and procedures.
- 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.
- Provide updated asset replacement costs for the annual asset management plan.
- 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 with or eligible for membership with the Professional Engineers of Ontario (PEO) as a Professional Engineer or Limited Engineering License holder (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 progressively more responsibility in municipal project management including capital planning, design, budget preparation, procurement and administration of engineering consultants, contract administration, and construction of infrastructure projects.
- Experience with asset management planning would be an asset.
- Experience with AutoCAD in the design of municipal infrastructure would be an asset to assist with the implementation of in-house design services.
- Demonstrated experience in the effective delivery of complex assignments such as disciplined capital projects 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 roads, sidewalks, stormwater facilities, bridges and culverts, wastewater collections systems.
- Prior experience in municipal administration and financial forecasting methods are strong assets.
- Supervisory experience is preferred.
- Experience as an engineering consultant is preferred.
- Knowledge of applicable government legislation related to the responsibilities of the position, including the Occupational Health and Safety Act, Construction 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.
- Strong leadership, coaching, and mentoring skills with demonstrated ability to inspire high performance and staff engagement.
- Exceptional written, verbal, and presentation skills, with the ability to communicate complex technical and policy issues clearly to diverse audiences.
- Strong analytical and problem-solving skills, with the ability to balance competing priorities and make sound decisions.
- Demonstrated political acuity and ability to work effectively with elected officials, senior management, developers, and the public.
- Financial management skills, including budget preparation, monitoring, forecasting, and reporting
- Ability to build strong partnerships and relationships with the development community, external agencies, and internal stakeholders.
- 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 capital projects and other special projects on a regular basis.
- Public Works Managers - Supporting Divisional major capital project work
- Finance Department – Develop financial strategies through the corporate budget process to ensure the long-term sustainability of Public Works assets.
- Planning Department – Collaborating on active development applications and advancing the construction of growth related infrastructure projects.
- Division Directors – Provide information and support to all divisions with the delivery of major capital projects and promote best practices.

#### External:

- General Public and Local Stakeholders - Regular communications to provide information regarding upcoming and on-going capital projects, 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.

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Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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CAO Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Original: January 2024

Revised: March 2026