



Director, Infrastructure Development Services

Position Summary

Reporting to the Commissioner, Development Services, this position is responsible for leading and overall management of the Infrastructure Division within the Development Services Department. The Division team plans, designs and constructs municipal infrastructure within the road allowance, manages traffic and transportation for the Town, oversees the school crossing guard program and manages permitting for road occupancy and site alteration. This position is also an active member of the Leadership Management Team and uses operational and business expertise to support the goals and strategic direction of the municipality.

Major Job Responsibilities

- Provides leadership and direction related to short and long term planning for all aspects of the Infrastructure division projects and processes to ensure that needs are met and are in alignment with the Corporate and Department priorities.
- Collaborates with staff in other divisions and departments to ensure shared business goals are met
- Oversees the development of policies and program implementation of the division
- Prepares Council and Committee reports and by-laws and presents to Council as necessary
- Builds effective relationships and partners with other government and external agencies
- Provides leadership and direction to full-time staff within the division including: coaching, mentoring and motivating people and teams
- Promotes effective employee relations by encouraging increased engagement, integration and productivity as well as promoting and encouraging ongoing learning and professional development
- Provides overall management of financial resources; Plans, develops, manages and is accountable for the capital and operating budgets for all activities and projects; works with other divisions to ensure overall budgets are coordinated and aligned with Corporate direction
- Develops financials goals, participation targets and identification of new program initiatives and enhancements
- Responsible for the development and implementation of the Corporate current and 10 year capital forecast related to road allowance infrastructure
- Reviews road needs related to growth and strategically prioritize projects to meet the needs of The Town

- Promotes and participates in the development of asset management related to the Town's civil infrastructure
- Participates and provides input and advice on how site plan developments, capital jobs and traffic impacts, initiatives concerning civil infrastructure (DC charges review), and negotiates land acquisitions
- Manages overall Traffic and Transportation Division and supervises the Coordinator, Traffic in their management of traffic engineering, transportation planning, crossing guards and street lighting
- Complies with and assumes appropriate supervisory responsibility for compliance with all health and safety practices in the Division in accordance with standard operating guidelines and the Occupational Health & Safety Act for employees

Education and Experience

- A University Degree in Civil Engineering from an accredited university required
- A Master's Degree in Public Administration, preferred
- Ten (10) years progressive experience in an engineering environment
- Five (5) years of progressive management experience in an engineering environment
- Experience working with various external groups and organizations
- Extensive knowledge of municipal engineering, project management, risk management and applicable industry related legislation and regulations governing Operations activities (i.e.: Employment Standards Act (ESA), Ontario Health & Safety Act (OHSA)
- A thorough knowledge of and ability to interpret and apply relevant legislation, policy, guidelines and municipal sector best practices
- Strategic leadership, effective negotiation and dispute resolution skills with the ability to exercise political acuity
- Effective financial control, strategic planning, report writing, presentation and public relation skills
- A valid Ontario Driver's Licence Class "G" with a driving record that demonstrates responsible/safe driving behavior
- Must be a member in good standing with Professional Engineering Ontario (PEO)

Salary Range: \$134,838 - \$168,548

Interested applicants should apply online at www.milton.ca under the Careers section by **midnight on November 3, 2022.**

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.