



Township of Ignace  
34 Main St. Ignace,  
ON P0T 1T0

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## EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for **Full-time Manager of Infrastructure and Public Works**. Work a minimum of 40 hours per week, and work extended hours when needed.

### Job Description

<b>Title:</b>	<b>Manager of Infrastructure &amp; Public Works</b>
<b>Department:</b>	<b>Public Works</b>
<b>Group:</b>	<b>Non-Union</b>
<b>Pay Rate:</b>	<b>\$ 100,000.00 – \$ 130,000.00 per year</b>
<b>Direct Supervisor:</b>	<b>Chief Administrative Officer</b>
<b>Date Posted:</b>	<b>November 20, 2024</b>

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### **JOB OPPORTUNITY:**

The Township of Ignace is seeking an experienced and visionary professional to join our team as the **Manager of Infrastructure and Public Works**. This leadership role is essential in ensuring the strategic planning, operation, and maintenance of the Township's infrastructure and public works services. If you are passionate about infrastructure excellence, operational efficiency, and community service, we invite you to apply!

### **POSITION SUMMARY:**

The Manager of Infrastructure and Public Works reports to the Chief Administrative Officer (CAO) and provides strategic direction, engineering expertise, and leadership for the management, maintenance, and development of municipal infrastructure. This includes roadways, sidewalks, parks, cemetery infrastructure, water and wastewater systems. The successful candidate will lead projects, optimize operations, and ensure compliance with provincial and federal regulations.

### **KEY RESPONSIBILITIES:**

#### **Leadership and Governance**

- Provide strategic leadership to the Infrastructure and Public Works Department, ensuring alignment with the Township's long-term goals and Council's vision.
- Develop, implement, and enforce advanced policies, procedures, and operational standards to optimize service delivery and ensure compliance with provincial and federal legislation.
- Manage, mentor, and evaluate department staff, fostering a culture of accountability, innovation, and continuous improvement.

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- Lead and direct external contractors, engineering consultants, and construction operations, ensuring strict adherence to project specifications, timelines, and budgets.

### **Strategic and Financial Planning**

- Develop and implement multi-year infrastructure master plans, integrating advanced asset management strategies and financial forecasting to optimize resource allocation and prioritize capital investments.
- Prepare and oversee operating and capital budgets for the department, ensuring fiscal responsibility and maximizing cost efficiencies.
- Conduct comprehensive feasibility studies, lifecycle cost analyses, and risk assessments to inform infrastructure development and maintenance priorities.
- Provide expert recommendations to Council, supported by in-depth technical and financial analyses, for the approval of projects and policies.

### **Project and Contract Management**

- Oversee the full lifecycle of infrastructure projects, including complex design, tendering, construction, and maintenance activities.
- Coordinate with multidisciplinary teams of contractors, consulting firms, and construction operations to deliver projects on schedule and within scope.
- Manage procurement processes for high-value service contracts, including environmental studies, engineering designs, equipment tenders, and service agreements.
- Ensure compliance with all regulatory and contractual obligations, proactively resolve disputes and mitigate project risks.

### **Operations and Asset Management**

- Direct the maintenance, rehabilitation, and renewal of municipal assets, including roads, bridges, water and wastewater systems, parks, cemeteries, and fleet vehicles.
- Implement advanced preventative maintenance programs using asset management software to extend the lifespan of critical infrastructure.
- Supervise emergency response operations related to infrastructure failures, severe weather events, or other natural disasters, ensuring rapid and effective service restoration.
- Maintain and enhance the Township's GIS database, leveraging geospatial analysis for improved planning and operational efficiency.

### **Compliance and Reporting**

- Ensure compliance with all applicable laws, regulations, and standards, including the Municipal Act, Minimum Maintenance Standards, Environmental Protection Act, MECP regulations, and Occupational Health and Safety Act.

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- Prepare detailed technical reports and comprehensive recommendations for Council, regulatory agencies, and senior management.
- Lead the development and implementation of policies and by-laws related to infrastructure and public works to enhance regulatory compliance and service delivery.

### **QUALIFICATIONS:**

#### **Education:**

Post-secondary education in Civil or Environmental Engineering, Engineering Technology, Environmental Sciences, or a related field an asset.

#### **Experience:**

- A minimum of seven (7) years of experience in the operation and maintenance of transportation and green space infrastructure.
- At least five (5) years of progressive supervisory experience with a proven ability to lead and motivate teams.
- Demonstrated expertise in managing complex, multimillion-dollar infrastructure projects across diverse disciplines, including engineering, construction, and operations.

#### **Skills and Knowledge:**

- Strong knowledge of engineering principles and best practices in municipal infrastructure design, maintenance, and management, including snow and ice control, roadway and sidewalk maintenance, and parks and cemetery operations.
- Superior leadership and interpersonal skills, with a demonstrated ability to build high-performing teams and foster collaborative working environments.
- Proven experience in budget preparation, financial management, and expenditure control.
- Knowledge of applicable legislation such as the Municipal Act, Minimum Maintenance Standards, Environmental Protection Act, MECP regulations, and the Occupational Health & Safety Act.
- Proficiency in Microsoft Office, GIS tools, asset management software, and related work management tools.
- Strong written and verbal communication skills, including experience in preparing technical reports, delivering presentations, and engaging with diverse stakeholders.
- Demonstrate professional etiquette and effective communication skills while maintaining the ability to assertively provide clear direction, guidance, and constructive feedback to staff, ensuring operational goals are met and standards are upheld.
- Exceptional ability to interpret and apply legislative frameworks and regulatory requirements in municipal contexts.



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- Excellent verbal and written communication skills to interact effectively with staff, contractors, and the public.
- Strong organizational and time management skills to balance multiple priorities in a fast-paced environment.

### **Other Requirements:**

- A valid “G” class driver's license and access to a reliable vehicle.
- Must perform a criminal background check.
- Availability to respond to emergencies outside regular working hours.
- Willingness to take courses and obtain additional certification surrounding the position.

### **HOW TO APPLY:**

Interested candidates are invited to submit their resumes and cover letter to the **email** below.

Township of Ignace Township Office  
34 Main Street.  
Ignace, ON P0T 1T0  
[hr@ignace.ca](mailto:hr@ignace.ca)

**Closing date: Friday December 20<sup>th</sup>, 2024 at 3:00 p.m.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

### **Equal Opportunity Employer Statement:**

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.