EXTERNAL JOB OPPORTUNITY
CITY ENGINEER/CORPORATE LEADER – ENVIRONMENTAL PROTECTION AND INFRASTRUCTURE SERVICES

JOB POSTING #: 2020-0195
POSTING PERIOD: Saturday, August 15, 2020 at 8:30 AM to Saturday, September 5, 2020 4:30 PM

DEPARTMENT: Office of the City Engineer
LOCATION: Various
POSITION STATUS: Regular Full-time

UNION: Non-Union
JOB CODE: NU0507
GRADE/CLASS: CLT
# OF POSITIONS: 1

RATE OF PAY: $168,928.10 to $205,333.68 Annually

DUTIES:

Reporting to the Chief Administrative Officer (CAO), and as a member of the Corporate Leadership Team (CLT), this position will be responsible for the efficient and effective operation of the Environmental Protection and Infrastructure Services portfolio and accordingly provides creative leadership in the administration, coordination and management of this portfolio in a manner consistent with the strategic direction of City Council, ensuring the highest quality of service possible to the residents of the City of Windsor.

A key responsibility of this position will be to oversee and direct the departments’ operations through the various Executive Directors, Managers and Supervisors. As the leader for this portfolio, the position will be responsible for all the human, financial and material resources of the Office of the City Engineer and will ensure through its direct reports the proper design, planning, programming, budgeting, organizing, and maintenance for all engineering, infrastructure, environmental and Transit operations throughout the municipality. Additionally, the position will ensure that the services related to engineering, infrastructure, environmental and Transit Windsor work cooperatively together, and with other municipal departments, Agencies, Boards, and Commissions, to drive synergies aimed at improving the efficiency and effectiveness of the those services and municipal services in general.

The specific mandate of this position is to inspire and provide strategic direction to a variety of portfolios, departments and divisions of direct responsibility including Engineering, Public Works Operations, Pollution Control and Transit Windsor. The Corporate Leader must embody the highest-level ethics and values and must continually work to gain and reinforce the public’s trust, while shaping joint initiatives, partnerships and policies to serve the citizens and other stakeholders of the City. The incumbent provides strategic input and assists the CAO in implementing the Corporation’s strategic and administrative direction and will make decisions in the best interests of the City, its citizens and transportation service users. Responsible for research, assessment of processes and structure, management of change, and coordination of strategically significant departmental initiatives and improvement processes to advance the Corporations effectiveness in the delivery of quality service; Develops, implements and administers departmental policies and procedures to augment corporate and departmental objectives; Provides creative leadership for the administration, coordination and management of the Engineering, Public Works Operations, Pollution Control and Transit Windsor portfolios in a manner consistent with the strategic direction of the Corporation as set by Council and the Corporate Leadership Team, while ensuring the highest level of quality of service to the residents of the City. Will provide input as part of the Corporate Leadership Team on issues impacting other municipal services. Will be prepared to participate and represent the City at Council meetings, Standing Committees, public meetings as well as other meetings, including various provincial and agency committees.

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Will have a working knowledge of the existing legislative framework related to municipal operations and demonstrate an awareness of evolving trends and initiatives which may impact future legislation as it relates to municipal programs and services. Responsible to foster positive relationships for the successful negotiation of agreements respecting various undertakings on behalf of the municipality with external parties including other levels of government, developers, private/public sector partners, labour unions, community agencies and other outside organizations. Will participate and lead in presentations and public discussions, as well as perform media interviews. Will demonstrate superior political acuity when dealing with City Council, Provincial and Federal officials.

Ensure staff familiarization with federal and provincial safety legislation as well as corporate policies and procedures. Will be required to complete and remain current with the requirements of the Corporation’s Management Certificate program. Will perform occupational Health & Safety duties as outlined in the Corporation’s Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a University Degree in Engineering with over ten (10) years of senior management experience with project management skills, financial skills, supervisory skills, public relations and government relations skills;
- Must be licensed by the Professional Engineers of Ontario;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have comprehensive knowledge of appropriate legislation, bylaws, policies and procedures;
- Must have a proven record of policy and program development within a diversified portfolio;
- Must have highly developed human relations and communications skills with the ability to effectively deal with staff, bargaining unit executives, civic groups, committees, government agencies, elected officials and the general public;
- Must have well-developed analytical capabilities with the capacity to plan and implement complex administrative and operating programs;
- Must have consultation, budgeting, internal financial control, risk management, coaching, negotiation, problem solving, leadership, time management, report writing, public speaking and consensus decision making experience in managing through a complex and varied organization;
- Should have knowledge of the Occupational Health and Safety Act, and the Canada Labour Code its regulations and knowledge of hazards associated with the workplace;
- Will be required to complete and remain current as per the requirements of the Corporation’s Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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## HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

To apply for this position, click [APPLY NOW](#).

## NOTE:

- Only those applicants selected for an interview will be acknowledged.
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.