



**POSITION TITLE:** Director of Infrastructure & Planning Services

**REPORTS:** Chief Administrative Officer (CAO)

**INCUMBENT:** TBD

**POSITION SUMMARY:** Responsible for planning, organizing, and directing of the transportation, planning, and utilities department in accordance with the vision, policies, and objectives of the organization. The Director of Infrastructure & Planning Services will have post-secondary education with a preference in Civil Engineering alternative qualifications will be considered, with five years' experience in a Municipal Government setting.

**TASK NO.**                      **DESCRIPTION**

1.     **STAFF RELATIONSHIP:**

Reporting to the CAO the Director of Infrastructure and Planning Services is a member of the senior leadership team. The Director will demonstrate interpersonal skills to promote a supportive, respectful, and safe work environment.

- 1.1     Direct, supervise, and review the performance of all employees within the transportation, planning and utilities department.
- 1.2     May appoint, suspend, remove any employee or contractor within the transportation, planning and utility departments within the approved personnel policies.
- 1.3     Participate and actively promote the Town of Vermilion Health and Safety program.
- 1.4     Ensure safe working practices are always observed including regulations and procedures as related to areas of work and projects.

2. **COUNCIL RELATIONSHIP:**

As a member of the management team of the Town of Vermilion, the Director will provide advice to Council and Committees in developing the strategic and business planning for the entire organization.

2.1 Attend Council Meetings as required.

3. **ORGANIZATION:**

Provide recommendations to the CAO and senior leadership team with matters requiring technical input.

- 3.1 Direct the implementation of an effective, preventative maintenance program including methods, standards, techniques, and reporting systems.
- 3.2 Manage the development and maintenance of suitable databases to support the work of the department, including historical and future information with the ability to present the information graphically and textually.
- 3.3 Maintain a satisfactory relationship with developers, engineers, consultants, and other related public bodies regarding locations and lay out of utilities in new subdivisions to ensure the easiest accessibility to service and repair of all utilities and services with a minimum amount of conflict with others.
- 3.4 Monitor water and wastewater qualities to ensure the public safety and to ensure the qualities and parameters remain within Provincial and Federal guidelines.
- 3.5 Manage technical and engineering assistance to support the construction and contracting of all infrastructure related programs.
- 3.6 Direct the preparation and submission of adequate records to related government bodies to comply with condition of the Town operating licenses.
- 3.7 Direct and supervise Planner and Development Officer.

4. **ADMINISTRATION:**

Provide exceptional leadership skills with sound budgetary business planning and people management experience.

- 4.1 Responsible problem solving utilizing best practices.
- 4.2 Ensure necessary resources, policies, standards, and systems are in place for the effective and safe operation of department functions.
- 4.3 Delegate and monitor transportation, construction, and maintenance projects ensuring quality work.
- 4.4 Manage tenders, supervise and coordinate with consultants, and contractors for infrastructure projects.
- 4.5 Implement and manage an asset management system utilizing GIS.
- 4.7 Provide for department budget and monitoring expenditures to ensure compliance to the budget.
- 4.8 Maintain computer skills using Microsoft Office programs.

- 4.9 Responsible for planning, organizing, and supervision of projects ensuring completion in a timely and efficient manner.
- 4.10 Responsible for preparation of an annual long term operational and capital budget for all transportation, planning and utility departments in accordance with the Council direction.

5. **COMMUNITY RELATIONSHIP:**

Provide leadership to the organization that values customer service, quality of work life, and open communication.

- 5.1 Respond to public inquiries and maintain good public relations.
- 5.2 Maintain a professional and positive public image in the community.
- 5.3 Provide background information to the public and media and refer public comment to the Mayor, or appropriate Councillor.

6. **APPOINTMENTS:**

- 6.1 The Director is appointed to the Disaster Services Agency of the Town of Vermilion and responsible for coordination and all functions of the transportation and utilities systems within the municipal emergency planning process.

7. **ACADEMIC AND PROFESSIONAL RESPONSIBILITIES:**

- 7.1 Maintain professional designation through appropriate associations or organizations.
- 7.2 Commitment to be familiar with new developments in the field of transportation, utilities, planning, and local government by attending seminars, conference, training, and instructional courses and programs.

8. **ACCOUNTABILITY:**

- 8.1 The Director of Infrastructure and Planning Services shall occasionally exercise such other powers, duties, and functions as may be required by the CAO.
- 8.2 The Director of Infrastructure and Planning Services is accountable to the CAO for the exercise of all powers, duties, and functions.