



# THE CORPORATION OF THE COUNTY OF WELLINGTON

Engineering Services Department

Roads Division

Requires a

**Construction Manager**

The Construction Manager is accountable to the County Engineer for all aspects of capital construction and rehabilitation activities related to the County Road System, including the continual review and assessment of construction and rehabilitation methods.

### The minimum qualifications for this position include:

- Four year university degree in Civil Engineering.
- Registered as a Professional Engineer with Professional Engineers Ontario.
- Minimum seven years of experience or equivalent in municipal engineering.
- Technical skills and background in municipal practices related to standards and specifications, pavement design, traffic safety, structures, geotechnical, tenders and contracts, construction, project management, stormwater management, drainage and asset management.
- Highly developed interpersonal and communication skills (verbal and written) with ability to communicate at all levels of the organization and proven abilities in negotiation, conflict resolution, and customer service.
- Proficiency in all aspects of Microsoft Office and working knowledge of computer programmes and applications related to municipal engineering.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

**This position offers a comprehensive benefit package and a salary range of: \$106,888.60 to \$125,015.80 (2019 Non-Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #006-19** by **Thursday, January 24 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





## COUNTY OF WELLINGTON POSITION DESCRIPTION

<b>Title:</b> Construction Manager	<b>Reports to:</b> County Engineer
<b>Department:</b> Engineering Services	<b>Positions Supervised:</b> 1+
<b>Effective:</b> May 2003	<b>Revised:</b> September 2018

### **BASIC FUNCTION:**

The Construction Manager is accountable to the County Engineer for all aspects of capital construction and rehabilitation activities related to the County Road System, including the continual review and assessment of construction and rehabilitation methods.

### **PRINCIPAL RESPONSIBILITIES:**

- Provide project management expertise and leadership in delivering capital road, bridge and stormwater projects.
- Coordinate and oversee the design, tendering, construction and scheduling of all road, bridge and stormwater capital projects.
- Manage consultant studies and investigations related to road, bridge and stormwater capital projects.
- Prepare, assess and update ten year capital plan for road, bridge and stormwater projects, including preparing cost estimates monitoring, and cost control.
- Oversee road, bridge and stormwater infrastructure asset management programme development.
- Determine and acquire property to accommodate capital project work.
- Handle complaints and inquiries related to construction activities.
- Liaise with staff, municipalities, approval agencies, contractors, suppliers, consultants, politicians, the Ontario Provincial Police (OPP), and the public as required.
- Write Committee reports and propose recommendations for consideration by committee and council.
- Assist member municipalities, Road Operations and other County staff with construction and infrastructure related matters.
- Participate in other aspects of the department from time to time as requested by the County Engineer.
- Maintain operations in compliance with Occupational Health and Safety Act (OHSA) and County health and safety policies and procedures.

**PROBLEM SOLVING RESPONSIBILITIES:**

- Developing budgets through strategic project prioritization and balancing financial resources.
- Negotiating land purchases and satisfying landowners affected by capital projects.
- Securing approvals in a timely fashion for capital projects.
- Coordinating utility relocations.
- Resolving contractor and consultant claims.
- Addressing construction issues affecting property owners, residents and, businesses.

**CONTACTS:**

**Internal:** Members of County Council, and County staff at various levels.

**External:** Staff and politicians of the County's Member Municipalities, MPPs, MPs, Federal and Provincial regulatory and approval agencies, Conservation Authorities, Utilities, Consultants, Contractors, Municipal and Professional Associations, stakeholders, OPP, special interest groups, and the general public.

**MINIMUM QUALIFICATIONS:**

- Four year university degree in Civil Engineering.
- Registered as a Professional Engineer with Professional Engineers Ontario.
- Minimum seven years of experience or equivalent in municipal engineering.
- Technical skills and background in municipal practices related to standards and specifications, pavement design, traffic safety, structures, geotechnical, tenders and contracts, construction, project management, stormwater management, drainage and asset management.
- Highly developed interpersonal and communication skills (verbal and written) with ability to communicate at all levels of the organization and proven abilities in negotiation, conflict resolution, and customer service.
- Proficiency in all aspects of Microsoft Office and working knowledge of computer programmes and applications related to municipal engineering.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

**OTHER:**

Location: Administration Centre, 74 Woolwich Street, Guelph. Flexibility of location may be required.

Regular Hours of Work: 35 hours per week, Monday to Friday from 8:30 am to 4:30 pm. Flexibility for hours of work may be required.