

JOB DESCRIPTION



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| Job Title | Manager of Engineering | | |
| Reports To | Director of Public Works and Infrastructure Services | Job Grade | 14 |
| Department | Public Works and Infrastructure Services | Hours per Week | 35 |
| Location | Operations Building | Effective | December 19, 2025 |
| EBG Employee: | No | Status | Full-Time |

Job Summary

The Manager of Engineering, under the direction of the Director of Public Works and Infrastructure Services, is primarily responsible for the strategic leadership, planning, and oversight of the Town’s Engineering Division and ensures effective delivery of engineering services.

This position oversees long-term infrastructure planning, capital project prioritization, municipal servicing review, and engineering standards. The role ensures compliance with regulatory requirements, supports corporate initiatives, prepares reports for senior leadership and Council, and fosters a collaborative, high-performance culture.

The incumbent serves as a key technical advisor to the Director of Public Works & Infrastructure Services, providing expertise on infrastructure lifecycle management, development applications, and municipal servicing strategies.

Job Requirements

- Post-secondary degree in Civil Engineering or related discipline.
- Professional Engineer (P.Eng.) designation required.
- Minimum seven (7) years of progressive experience in municipal engineering, including project management and staff supervision.
- Experience in long-term infrastructure planning, capital program management, and development review.
- Demonstrated leadership abilities with experience overseeing multidisciplinary technical teams.
- Strong financial, analytical, and decision-making skills, particularly in capital planning and asset management.
- Exceptional written and verbal communication skills, with experience preparing Council reports and presenting technical material to non-technical audiences.
- Strong understanding of municipal legislation, engineering standards, procurement processes, and health and safety requirements.
- Demonstrated ability to promote teamwork, resolve complex issues, and guide staff through change.

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Job Duties

- Provide overall management, leadership, and direction to the Engineering Division.
- Oversee services in traffic and transit engineering, GIS, development engineering, and capital project delivery.
- Establish divisional priorities, annual work plans, performance expectations, and service standards.
- Promote a culture of continuous improvement, collaboration, innovation, and accountability.
- Lead the planning, development, and implementation of multi-year capital programs, aligning with Town strategies, asset management plans, and budgetary constraints.
- Oversee feasibility studies, design development, environmental assessments, procurement processes, and project execution at a strategic level.
- Review capital project progress, risks, resourcing, and financial performance, ensuring alignment with approved budgets and schedules.
- Provide guidance on infrastructure optimization, renewal strategies, and Town service improvements.
- Oversee engineering review of development applications, site plans, subdivisions, servicing reports, and engineering drawings.
- Ensure the Town's engineering standards, specifications, and guidelines are current, consistent, and aligned with industry best practices.
- Approve high-level engineering designs, capital project scopes, and technical recommendations.
- Support recruitment, training, competency development, and succession planning for the Engineering Division.
- Lead divisional budget development, forecasting, monitoring, and financial reporting.
- Approve expenditures, tender awards (within delegated authority), and consultant recommendations.
- Ensure compliance with procurement bylaws and financial controls.
- Prepare and present staff reports, technical memos, and recommendations to senior leadership, Council, and committees.
- Represent the Town in consultations with consultants, developers, residents, government agencies, and partner organizations.
- Address escalated public inquiries, concerns, and conflict situations professionally and promptly.
- Ensure the division adheres to all applicable legislation, codes, municipal bylaws, policies, and safety requirements.
- Contribute to departmental and corporate initiatives, strategic plans, and continuous improvement efforts.
- Assist the Director as required and assume duties of the Director during their absence, as required.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support, promote and ensure that the team adheres to all Town policies and procedures, regulations, and other related guidelines.
- Optimize and use initiative on an ongoing basis to execute efficient work practices through the use of planning, organizing and resources.


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- Ensure all department practices are in compliance with applicable legislation.
- At all times, work in a safe manner, promoting health and safety and compliance with the *Occupational Health & Safety Act*.
- Hold regular team meetings and encourage team building.
- Review new policies and procedures, revising existing policies and procedures and making recommendations.
- Provide strong leadership, working closely with direct reports and all other Town departments, motivating and directing the team.
- Perform other duties as assigned by the Director of Public Works and Infrastructure Services or their designate.

Competencies

- Leadership - Provides strategic direction, builds team capacity, and fosters a positive, accountable workplace culture.
- Decision Making - Makes sound, evidence-based decisions in complex and time-sensitive situations.
- Managing Performance - Provides coaching, feedback, and long-term development support to direct and indirect reports.
- Strategic Thinking - Anticipates future needs, evaluates emerging trends, and aligns engineering services with organizational priorities.
- Conflict Management - Addresses and resolves complex issues with diplomacy and professionalism.
- Communication - Clearly conveys technical information to diverse audiences and builds effective working relationships.
- Accountability & Ownership - Ensures timely, high-quality completion of divisional work and adherence to standards.

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| Approved By: Name and Title | Nick Ruller, CAO | | |
| Signature: |  | Date Approved: | December 19, 2025 |

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.