

JOB DESCRIPTION



Job Title	Manager of Infrastructure		
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	August 6, 2026
EBG Employee:	No	Status	Full-Time

Job Summary

The Manager of Infrastructure, under the direction of the Director of Public Works and Infrastructure Services, is primarily responsible for providing strategic leadership, operational oversight, and management of the Town's corporate facilities, fleet services, and associated infrastructure support functions.

The Manager is responsible for the safe, efficient, sustainable, and cost-effective operation, maintenance, renewal, and replacement of municipal buildings, fleet assets, and related infrastructure. This includes long-term asset management, capital planning, operating and capital budget administration, procurement, contract management, legislative compliance, and continuous service improvement.

Job Requirements

- University degree in Engineering, Facilities Management, Public Administration, Business Administration, or a related discipline.
- Minimum seven (7) years of progressively responsible management experience in a municipal or public sector environment.
- Professional designation in Engineering, Facilities Management, Asset Management, Fleet Management, or a related field is considered an asset.
- Demonstrated experience managing municipal facilities, fleet operations, capital projects, and lifecycle asset management programs.
- Thorough knowledge of asset management principles, capital planning, municipal procurement, contract administration, and public sector purchasing practices.
- Strong financial management skills, including operating and capital budget development, long-term financial planning, and lifecycle costing.
- Working knowledge of applicable legislation, regulations, and standards governing municipal facilities and fleet operations, including the Occupational Health and Safety Act, Ontario Building Code, Fire Code, Accessibility for Ontarians with Disabilities Act (AODA), Technical Standards and Safety Authority (TSSA), and applicable environmental legislation.
- Excellent leadership, interpersonal, communication, presentation, and report writing skills, with the ability to build collaborative relationships with staff, elected officials, consultants, contractors, regulatory agencies, and other stakeholders.

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Job Duties

- Provide leadership and management of the Infrastructure Division, ensuring the effective delivery of corporate facilities, fleet services, and related infrastructure services.
- Develop and implement strategic plans, annual work plans, service standards, performance measures, and divisional objectives that support corporate priorities and the Town's Asset Management Plan.
- Oversee the operation, maintenance, repair, renewal, and lifecycle management of municipal facilities, fleet assets, and related infrastructure to ensure safe, reliable, efficient, and sustainable service delivery.
- Direct preventative maintenance programs, facility condition assessments, lifecycle replacement planning, and long-term asset renewal strategies for municipal buildings, building systems, and fleet assets.
- Manage building systems, including HVAC, electrical, mechanical, plumbing, security, accessibility, life safety, energy management, and emergency preparedness programs.
- Provide oversight of the Town's fleet program, including vehicle procurement, specifications, preventative maintenance, repairs, replacement schedules, warranty administration, utilization, disposal, and evaluation of emerging vehicle technologies.
- Develop, administer, and monitor divisional operating and capital budgets, financial forecasts, lifecycle replacement plans, and business cases, while identifying grant funding opportunities and recommending user fees where appropriate.
- Lead capital planning and delivery for facility, fleet, and infrastructure projects, including consultant management, contract administration, equipment procurement, and project oversight to ensure work is completed within approved scope, schedule, budget, and quality standards.
- Ensure procurement and contract administration activities comply with Town purchasing policies, applicable legislation, and industry best practices.
- Lead, mentor, develop, and support supervisory and operational staff through performance management, coaching, recruitment, succession planning, workforce planning, and employee development initiatives.
- Foster a collaborative, respectful, accountable, and safety-focused workplace culture that promotes employee engagement, customer service, innovation, and continuous improvement.
- Prepare reports, recommendations, presentations, and supporting documentation for Council, Committees, senior leadership, and other stakeholders.
- Provide professional advice and technical expertise to the Director, senior management, and other departments regarding facilities, fleet services, asset management, capital planning, infrastructure operations, and service delivery.
- Coordinate and collaborate with other departments to support capital projects, operational initiatives, and corporate objectives.
- Liaise with consultants, contractors, utilities, regulatory agencies, government partners, neighbouring municipalities, and the public on matters related to the Division's responsibilities.
- Ensure compliance with all applicable legislation, regulations, standards, corporate policies, and municipal by-laws.
- Assist the Director as required and assume duties in their absence, as required.

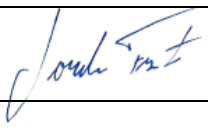
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- Maintain the highest standards of integrity, professionalism, and confidentiality.
- Ensure departmental compliance with all applicable legislation, Town policies, procedures, and corporate standards, while promoting a safe and healthy workplace in accordance with the Occupational Health and Safety Act.
- Promote operational excellence through effective planning, resource management, continuous improvement, and regular review of departmental policies, procedures, and work practices.
- Perform other related duties as assigned by the Director or designate.

Competencies

- Leadership – Develops and implements long-term strategies that align divisional operations with corporate priorities and future service needs.
- Asset and Financial Management – Effectively manages municipal assets, operating and capital budgets, lifecycle planning, and financial resources to ensure sustainable service delivery.
- Project and Operational Management – Plans, coordinates, and delivers complex infrastructure, facilities, and fleet initiatives while managing priorities, resources, risk, and performance.
- People Leadership – Leads, coaches, and develops staff by fostering accountability, engagement, collaboration, and high performance.
- Decision Making and Problem Solving – Analyzes complex issues, evaluates risks and opportunities, and makes sound, timely decisions that support corporate objectives.
- Communication and Relationship Building – Communicates effectively with staff, senior leadership, Council, contractors, consultants, regulatory agencies, and the public while building strong collaborative relationships.
- Accountability and Continuous Improvement – Demonstrates integrity and accountability while promoting innovation, operational excellence, legislative compliance, and continuous improvement.

Reviewed By: Name and Title	Jordan Frost, Director of Public Works and Infrastructure Services		
Signature:		Date Reviewed:	August 6, 2026
Approved By: Name and Title	Nick Ruller, Chief Administrative Officer		
Signature:		Date Approved:	August 6, 2026

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.