



MUNICIPALITY OF **West Elgin**

Manager of Infrastructure and Development

The Municipality of West Elgin is a dynamic, community-focused organization seeking a motivated, organized, and dedicated leader for the role of Manager of Infrastructure and Development. Reporting directly to the Chief Administrative Officer (CAO), this crucial position oversees key municipal operations, including road maintenance, utilities, stormwater management, waste management, and planning services. If you have a solid understanding of local government functions, excellent interpersonal skills, and the ambition to lead infrastructure and development projects to successful completion, we encourage you to apply.

Key Responsibilities:

- Lead the Infrastructure & Development Services Department, advising Council, management, and the public on engineering and development matters.
- Strategically manage municipal operations, including public works, environmental services, drainage, water/sewer services, planning, and building inspection.
- Oversee roads and bridges, sidewalks, streetlights, utilities, drainage systems, and waste management.
- Administer contracts and agreements, including waste collection, water treatment, and road maintenance.
- Collaborate with stakeholders and contractors to ensure compliance and quality in infrastructure projects.
- Prepare and manage budgets, ensuring cost-effective use of resources.
- Develop and implement asset management and work plans to maintain and enhance municipal infrastructure.
- Respond to public inquiries and resolve escalated service requests professionally.
- Foster a safe and motivated workplace by leading and mentoring department staff.

Qualifications:

- Bachelor's degree or diploma in an engineering field; certification through PEO is preferred.

- At least 5 years of experience in municipal operations, with leadership responsibilities.
- In-depth knowledge of public administration, local government operations, and community development.
- Strong organizational, communication, and interpersonal skills.
- Proven track record of leading teams to meet strategic goals and managing budgets effectively.
- Familiarity with municipal regulations, environmental services, and emergency management.
- Proficiency in Microsoft Office, GIS, AutoCAD, with Laserfiche experience as an asset.

Working Conditions:

- Full-time, 40 hours/week, with additional evening hours for meetings and deadlines.
- Regular interaction with Council, municipal staff, and the public.
- Some travel for meetings and occasional contact with challenging situations.

A full job description can be found on the Municipality of West Elgin website – www.westelgin.net

Salary range based on the Non-Union Salary Grid: \$108,328 - \$131,797.

Interested applicants are invited to submit a cover letter and resume addressing their qualifications and work experiences, marked confidential, no later than **4:00 p.m. on November 20, 2024** to jobs@westelgin.net.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 519-785-0560. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Municipality of West Elgin, we will endeavour to make such accommodations.