



# Job Description

Design & Construction Supervisor



## Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

This position is responsible for the administration, supervision and leadership of the Design and Construction Inspection Team while monitoring trends, best practices, emerging issues and related proposed legislation. The Design & Construction Supervisor will oversee the preparation and review of the design, drawings and tender quantities for proposed City infrastructure projects including watermains, storm and sanitary sewers and road construction projects.

They will be responsible for minor and major capital infrastructure projects and programs in accordance with departmental or corporate objectives. Will aid in the preparation of the annual operating and capital budgets, business plans and long-range forecasts for the Engineering and Operations Department, and administer and monitor the approved budget including authorization of expenditures.

Assesses divisional staffing needs, makes recommendation on complement amendments, participates in recruitment processes, and makes effective hiring decisions/recommendations.



## Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p><b>Engineering Team Involvement</b></p> <ul style="list-style-type: none"> <li>• Participates as a member of the Engineering and Operations Department Management Team providing input on departmental planning and strategic initiatives; leads and/or participates on project teams, as assigned; and champions the corporate vision, core purpose and values within the Engineering Division Programs, among department colleagues and corporately.</li> <li>• Provides leadership to, manages, and coordinates Capital Programs for new infrastructure and replacements.</li> <li>• Monitors trends, best practices, emerging issues and related proposed legislation.</li> <li>• Responsible for budget development, policy/standards/procedures development and level-of-service recommendations; coordination and participation in preparing Division budgets, forecasts, and work plans.</li> </ul>	<p>15%</p>

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<ul style="list-style-type: none"> <li>• Participates as a member of the Senior Management Team providing input on corporate planning including strategic initiatives, all while combining synergy in order to optimize essential business practices</li> <li>• Leads and/or participates on project teams, as assigned; and champions the corporate vision, core purpose and Character Community values within the Engineering Division, and, among department colleagues and corporately.</li> </ul>	
<p><b>Design &amp; Inspection Team Supervision</b></p> <ul style="list-style-type: none"> <li>• Key responsibilities include development and coordination/administration of maintenance programs related to roads, sidewalks/boulevards, storm water management, resolution of resident issues, budget development, policy/standards/ procedures development and level-of-service recommendations; coordination and participation in preparing Division budgets, forecasts, and work plans; participating on the department management team and contributing to departmental work planning and strategic initiatives.</li> <li>• Key accountabilities and responsibilities include providing oversight for engineering plans review, preparing and administering cost sharing agreements, front ending agreements; conducting field inspections of new infrastructure to ensure conformance with drawings and standards; resolving technical/design issues in the field; pro-acting to minimize concerns from local residents/groups on maintenance and capital engineering construction activities and trouble-shooting/following-up on complaints including arranging remedial action where necessary.</li> <li>• Regularly reviews and evaluates administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in services and customer service, and efficiency in service delivery; formulates and evaluates meaningful benchmarks (Key Performance Indicators), tracks performance, and provides input to reporting on PSAB requirements.</li> <li>• Prepares and/or directs and oversees the preparation of tender specifications and documents; evaluates bids and makes recommendations on bid award for the acquisition of materials/goods and fleet/equipment, and the retention of contractors and suppliers to undertake public works infrastructure and monitors their work and/or administers the agreements/contracts in accordance with City policies/procedures.</li> <li>• Responsible for the supervision and leadership of Engineering Department Staff involved in Capital Works and Maintenance Programs in, Water, Sewer and Road Design and Maintenance, Building Design and Maintenance, Storm Sewer and Drainage Design</li> <li>• Oversees field staff and conducts field inspections of new engineering services installations, where required/necessary to trouble-shoot field issues, community complaints, issue certificates of completion or assumption of services, and other engineering matters, as required.</li> <li>• Manages and provides leadership on preventative and regular maintenance programs for City's infrastructure such as water mains,</li> </ul>	40%

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<p>sanitary sewers, roads, sidewalks, curbs, bridges, storm water drainage and detention areas, road allowances, etc.</p> <ul style="list-style-type: none"> <li>• Formulates Terms of Reference and RFP/tender documents and associated evaluative criteria; provides input and/or makes recommendations on the hiring of engineering consultants and/or contractors to undertake/assist with infrastructure work, as required; monitors their work and/or administers the agreements/contracts in accordance with City policies/procedures</li> <li>• Creation and maintenance of the municipalities design standards.</li> <li>• Reviews and approves payment certificates for contractors and consultants.</li> <li>• Involved in the preparation of the 10 year capital forecast including master plan projects and rehabilitation projects for all road, bridge, sidewalk and servicing infrastructure; Oversees the planning, budgeting, design, tendering, construction and commissioning of the capital projects using internal resources and external consultants when necessary.</li> </ul>	
<p><b>Operations Works Staff Involvement</b></p> <ul style="list-style-type: none"> <li>• Provides advice/guidance and makes recommendations on all Operations and Community Services infrastructure maintenance and operations.</li> <li>• Provides supervision and guidance on all fleet and equipment acquisitions and maintenance, levels-of-service, policies and procedures, tender calls/awards and other acquisitions and matters.</li> <li>• Provides leadership and Liaises with Utilities Supervisor and Staff of Water/Wastewater Services, to provide expertise and advice with respect to all maintenance and repairs to the network.</li> <li>• Provides leadership and Liaises with the Roads Supervisor and Staff including planning/review, coaching/mentoring, for all maintenance and repairs to the road network including drainage.</li> <li>• Undertakes special projects and performs other duties as assigned, in accordance with departmental or corporate objectives.</li> </ul>	5%
<p><b>Other Levels of Government, Outside Agencies, General Public</b></p> <ul style="list-style-type: none"> <li>• Undertakes representative duties as the Design and Construction Supervisor, within the local community, and inter-municipally as required/directed.</li> <li>• Responds to inquiries from and/or liaises with residents / businesses / community groups, developers, consulting engineers, planners, solicitors, Members of Council, other governments/agencies, utilities, internal departments/divisions etc. on engineering standards, design issues, resident/business/community concerns, and other engineering matters.</li> <li>• Oversees and is responsible for minimizing resident/business/community inconvenience during construction activity by implementing quality assurance mechanisms to ensure compliance with municipal standards</li> </ul>	5%

<b>Description</b>	<b>Approx. Time Spent (%)</b>
<ul style="list-style-type: none"> <li>• Responds to inquiries from and/or liaises with residents, community and special interest groups, other government/agencies, internal divisions/departments, contractors, and elected officials.</li> </ul>	
<p><b>Minor Capital Infrastructure Projects</b></p> <p>Creates and/or oversees Reports, Proposals, Tenders etc. (ex. Asphalt Resurfacing Program, Capital Sidewalk Replacements, Joint Infrastructure Projects with other Municipalities or Region, etc.). Formulates Terms of Reference and Request For Proposal/Tender documents and associated evaluative criteria. Provides input and/or makes recommendations on the hiring of engineering consultants and/or contractors to undertake/assist with development engineering work, as required; monitors their work and/or administers the agreements/contracts in accordance with City policies/procedures.</p> <p>Oversees/prepares and recommends annual operating budget, business plans and long-range forecasts for the Engineering Division's Capital Program.</p> <p>Regularly reviews and evaluates Division administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in customer service, and efficiency in service delivery. Formulates and evaluates meaningful benchmarks (Key Performance Indicators), tracks performance, and provides input to reporting on PSAB requirements.</p> <p>Prepares reports/recommendations and attends Council, Committee, and other internal/external meetings and events as required. Makes presentations and provides advice/guidance on engineering servicing, project status, construction complaints, and other engineering matters.</p>	20%
<p><b>Major Capital Infrastructure Projects/Programs</b></p> <p>Executes Project Management duties for all projects assigned which entails managing project budgets, schedules, communications, notifications and coordination with various staff or outside agencies/consultants as required.</p> <p>Oversees preparation of:</p> <ul style="list-style-type: none"> <li>• 10-year capital forecast;</li> <li>• Master Plan projects and rehabilitation projects for all road, bridge, sidewalk and servicing infrastructure;</li> <li>• Oversight of planning, budgeting, design, tendering, construction and commissioning of capital projects using internal resources and external consultants when necessary.</li> </ul>	10%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Required Training

(Description of training required in order to perform the major responsibilities)

- Managing in a Unionized Environment
- Ontario Association of Engineering Technicians and Technologists Certification (OACETT)
- Workplace Hazardous Materials Information System (WHMIS)
- Accessibility for Ontarians with Disabilities Act (AODA)
- Occupational Health and Safety Act (OHSA)
- Traffic Safety (Book 7)
- Intersection Design
- Geometric Roadway Design
- Traffic Signal Design
- Infrastructure Design (Water, Sanitary, Storm, etc.)

\*Attends training, workshops and seminars as appropriate and as required



## Minimum Qualifications

(Absolutely cannot do without)

### Education (degree/diploma/certifications)

Requires a 3-year College Diploma in; Building, Architectural, Structural, or Civil Engineering Technology

Required eligibility for Professional Designation and Certification; Applied Science Technologist (A.Sc.T.), or Certified Engineering Technician (C. Tech.) or Certified Engineering Technologist (C.E.T.)

### Experience

Five (5) years of related municipal experience in Roads and Bridges infrastructure, Water Distribution, Sanitary Sewer networks, Storm Sewer Collection systems including project/contract management and public relations preferably in a municipal urban growth environment and a minimum of three (3) years of supervisory experience in a unionized environment.

### Knowledge/Skill/Ability

- Excellent interpersonal, communications, project/time management, administrative, public relations, analytical, problem-solving, negotiation, and contract management skills.
- Ability to think and act strategically in a political and community service environment to foster corporate thinking and a healthy workplace environment, to build strong and enthusiastic staff teams and external alliances/partnerships
- To align departmental programs/services with corporate strategic direction, and to champion the Vision, purpose and values of the City.
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Occupational Health & Safety Act, MECP Sewer and Water Regulations and Procedures, the Occupational Health & Safety Act, the Provincial Minimum Maintenance Standards and associated Regulations, Municipality's Standard Operating Procedures and any other roads, engineering and safety-related legislation/regulations/guidelines;

- Civil engineering principles, standards and best practices; project and contract management;
- Tender practices in a public sector environment
- Contemporary management practices; and local government functions/ responsibilities and services in general.
- Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook and the Internet; familiarity with CAD/GIS software.
- Availability to attend evening/weekend meetings or events to investigate/trouble-shoot construction issues or community concerns, as may be required.
- Attend Council Meetings in support of departmental initiatives and reports, providing presentations and direct communication to Council and the public.
- Provide engineering responses and to attend after-hours meetings or special events as such events or incidents arise.
- Excellent interpersonal, project/time management, communications/public relations, work prioritization, report-writing, analytical, problem-solving, and staff leadership/supervisory skills...
- Thorough working knowledge of roads infrastructure maintenance and operations, benchmarking initiatives and best practices
- Availability to assist with emergency response and to attend after-hours meetings or special events as may be required



## **Preferred Qualifications** (The ideal candidate)

### **Education** (degree/diploma/certifications)

- Four (4) year University degree with a Bachelor of Applied Science in Civil Engineering or Bachelor of Applied Science in Environmental Engineering.
- Professional Engineer (P.Eng.) licensed by Professional Engineers Ontario (PEO)
- Certified Municipal Manager
- Project Management Professional course for PMP designation.

### **Experience**

- Five (5) years demonstrated experience as a professional engineer in development engineering in a municipal urban growth environment including project/contract management and public relations experience and a minimum of three (3) years of supervisory experience in a unionized environment.

### **Knowledge/Skill/Ability**

- Refer to “Minimum Qualifications”.



## Work Setting

(Description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Chief Administrative Officer	Rare	Providing information, exchanging Information, developing strategy, receiving direction.
Mayor and Council	Rare	Presentations, providing information, exchanging information, receiving direction, resolving resident concerns.
City Solicitor	Rare	Litigation, preparation of agreements, provides information, discuss corporate objectives.
City Insurance Agent	Rare	Provide documents for claims, attend Examination for Discoveries when required.
Director of Engineering & Operations	Occasional	Providing information, exchanging Information, developing strategy, receiving direction.
Manager of Projects & Design	Frequent	Providing/exchanging information, developing strategy, provide direction, interpretation of information, departmental objections, confidential matters, capital program planning and budget preparation, discussing recruitment, forecasting and emergency management.
Operations Manager	Regular	Collaboration, providing/ exchanging information, establishing standards, interpretation of information, and sharing staffing resources
Director of Community & Corporate Services/Treasurer	Occasional	Budget planning/preparation, agreement preparation, and procurement.
Human Resources Coordinator	Occasional	Staff benefits, staff performance, H&S, benefits.
Chief Building Official	Occasional	Coordination of construction servicing and delivery of municipal services.
Executive Administrative Assistant to the Director of Engineering & Operations	Frequent	Provide direction, coordination of works.

Contact	Frequency	Nature of Interaction
Senior Construction Inspector	Constant	Provide direction, oversight, coordination. Discuss issues arising on construction projects and site alteration projects.
Design Technologist	Constant	Provide direction, oversight, coordination. Discuss capital projects program, ensure projects are completed on time and within budget.
Engineering Technologist (Design & Construction Team)	Constant	Provide direction, oversight, coordination. Discuss capital projects program, ensuring projects are completed on time and within budget.
Drainage Superintendent	Regular	Collaboration, providing/ exchanging information, establishing standards, interpretation of information, and sharing staffing resources.
CAD/Survey Technologist	Regular	Collaboration, providing/ exchanging information, establishing standards, interpretation of information
GIS/CAD Coordinator	Regular	Collaboration, providing/ exchanging information, establishing standards, interpretation of information
Engineering Technologist (Development & Asset Inventory Team)	Regular	Collaboration, providing/ exchanging information, establishing standards, interpretation of information
Inter-municipal Counterparts	Regular	Collaboratively prepare development conditions, agreement preparation, contracts, share information, share staffing resources, provide updates on projects of mutual interest, and develop plans for continued improvement.
Public	Regular	Provide information and clarification Provide responses to concerns. Dispute resolution resulting in concerns elevated from the staff level.
Outside Government Agencies (Region, NPCA, MTO, other Municipalities etc.)	Regular	Provide required information Discuss and suggest solutions to problems Request information
Contractors	Constant	Negotiate contracts for capital projects, dispute resolution, address performance, and ensure compliance with development agreements.
Consultants	Constant	Coordinate activities, negotiate contracts, dispute resolution, address performance
Staff (Unionized) – not listed above	Occasional	Provide direction Discuss and suggest solutions to problems
Staff (Non-Unionized) – not listed above	Occasional	Provide direction Provide required information Discuss and suggest solutions to problems Request information



## Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

- Enclosed office
- This position spends approximately 80% of the time working in an office environment, sitting at a desk, working on a computer with frequent interruptions.
- This position spends approximately 15% of the time attending internal meetings with other departments and division staff.
- This position spends approximately 5% of the time attending external meetings with municipal counterparts, Regional governments and attending site visits.
- Generally, interactions are professional, courteous and collaborative but occasionally the interactions will escalate to rude and verbally abusive language as this position addresses complaints/concerns that escalate from front line staff.
- Normal hours of work are 35 hours per week, Monday to Friday.
- Expected to work in excess of normal working hours in order to adhere to project schedules, as needed.
- Provides back-up support to other department supervisors, acts in the absence or on behalf of the Manager of Projects and Design when required.



## Accountability & Initiative

### Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- Respond to Public inquiries using information from policies/procedures, City records and resources.
- Utilize manuals, policies and procedures for determining subsequent requirements regarding, construction, tendering and design should issues arise requiring clarification from consultants or contractors.
- Refer to industry codes and standards and their interpretation should an issue arise on a project.
- Consult with current legislation, and its interpretation should an issue arise on a project.

### Consultative Decision Making

List examples of decisions made or duties performed which require consultative approval from your supervisor.

- Discuss project direction and project budgeting.
- Inquiries for project coordination with other municipalities (cost-sharing projects).
- Council Report preparation – review with Manager to ensure direction of report is accurate, discuss alternative options for each report, etc.
- Prepare notifications to residents for specific projects (i.e. Environmental Assessment process for Public Information Centres, etc.)

- Prepare presentations for Public Meetings for various projects – review material with Manager to ensure it follows corporate guidelines/directives.
- Monitors trends and best management practices within the Municipal engineering field, and leads the updates engineering policies and standards.

## **Decision Making Guidelines**

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

### Local Guidelines/Policies:

- City of Port Colborne Policies – Policy/Admin Policies, Purchasing/Procurement Policies
- City of Port Colborne Contract/Tender Documents, Specifications and Drawings
- Niagara Peninsula Standard Document
- Niagara Peninsula Conservation Authority (Intake Protection Zones, Stormwater Management)

### Provincial Guidelines/Policies:

- Ontario Provincial Standard Specification
- Ontario Provincial Standard Drawing
- Ministry of the Environment, Conservation and Parks Design Criteria
- Ontario Traffic Manuals
- Minimum Maintenance Standards
- Highway Traffic Act

### Federal Guidelines/Policies:

- Transport Canada Grade Crossing Standards
- Railway Safety Act
- Canadian Environmental Assessment Agency
- Bridges Act
- Canada Transportation Act
- Department of Fisheries and Oceans Canada

## **Financial Accountability**

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

- Oversees/prepares and recommends annual operating budget, business plans and longer-range forecasts for the Engineering Division's Capital Program;
- Prepare budget requests;
- Code Invoices/Payment Certificates with appropriate General Ledger Account code for all projects involved;
- Control project budgets – manage General Ledger Accounts assigned to projects involved in and assign appropriate General Ledger Account codes and track remaining budget for each project;
- Signing authority as per City Procurement Policy;
- Signing authority as per credit limit for City Credit Card.



## Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

### Physical Skill

### Physical Effort

#### \*Legend

N/A = Not applicable Occasional= Up to 30% Frequent = Up to 80% Constant =Over 80%

<b>Demands</b>	<b>Duration</b>
Minimal Exertion – a variety of sitting, standing, walking	Frequent
Moderate Exertion – some climbing, extensive walking (ex. Construction site)	Occasional
Heavy Exertion – constant standing and/or walking; pushing/pulling	Occasional
Lifting – up to 50 kg (packages, rolls of paper for plotter, construction samples for projects)	Occasional
Keyboarding	Constant
Intensive visual concentration -(e.g., reading reports, data analysis)	Constant
Intensive listening concentration (e.g., interviews, taking minutes)	Frequent
Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration)	Constant

\*\*\*\*Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.



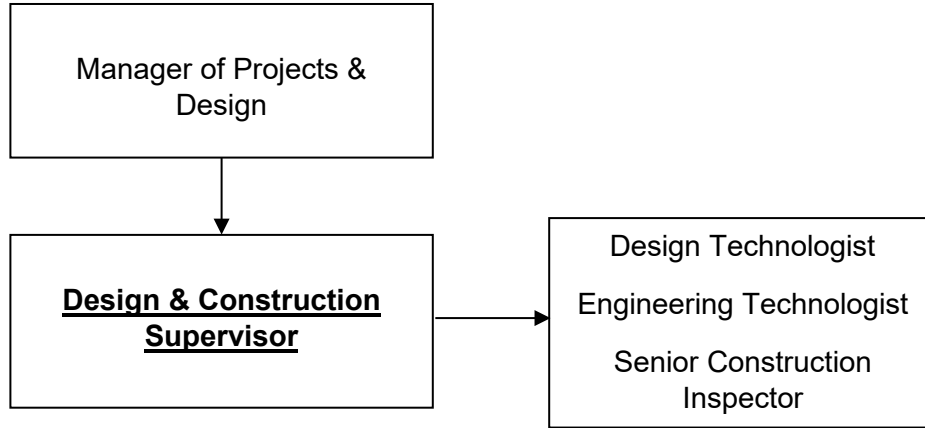
## Position Classification

(Where this position fits)

<b>Position Title:</b> Design & Construction Supervisor	<b>Division:</b> Engineering
<b>Department:</b> Engineering & Operations	<b>Classification:</b> Management
<b>Positions Supervised Directly:</b> Senior Construction Inspector Design Technologist Engineering Technologist	<b>Reports to (Direct):</b> Manager of Projects & Design
<b>Effective Date:</b>	<b>Positions Supervised Indirectly:</b> Technical Staff Operations Staff Contractors Consultants
<b>Salary Grade:</b>	<b>Revision Date:</b>
	<b>Hours per Week:</b> 35

## Organizational Chart

List the reporting relationship of this position to others within the immediate department.



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Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

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**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director's Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CAO's Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_