
Job Title: **Director Design & Construction**

Job Code: **TM2219**

Job Type: **Management**

Hours per **35**

Week:

Division: **Engineering and Construction Services**

Date Prepared: **11 Jul 2014**

Job Summary:

To provide direction, leadership and oversight in the provision of professional engineering services for the planning, engineering design and construction of roads, bridges, structures, sidewalks, streetscaping, TTC tracks, utilities, sewers and trunk sewers, watermains and transmission mains, watercourses, stormwater management infrastructure; water, wastewater and solid waste treatment facilities; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major infrastructure.

Reports To:

Executive Director Engineering & Construction Services (TE0025)

Supervises:

Manager Design & Construction Major Infrastructure (TM2181)

Manager Design & Construction Linear Infrastructure (TM2180)

Manager Bridges, Structures & Expressways (TM2165)

Engineer in Training (TM1572)

Various Unionized Jobs

Major Responsibilities:

- Develops, designs and implements functional policies and programs that make major changes in overall business performance based on long-term needs. Contributes to the continuous improvement of divisional performance through analysis and the development and implementation of sound management practices and procedures, provides program management staff with direction and guidance, processes and tools to increase efficiencies and improve effectiveness of the services provided by this section.
- Directs, through subordinate management staff, all activities of the section, delegating management responsibility.
- Leads and motivates a diverse workforce, ensures effective teamwork, provides resolution to controversial labour relations issues, ensures high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Develops, recommends and administers the annual budget for the section, and ensures that the section's expenditures are controlled and maintained within approved budget limitations.
- Contributes to the continuous improvement of divisional performance through analysis and the development and implementation of sound management practices, policies and procedures, provides program management staff with direction and guidance, processes and tools to increase efficiencies and improve effectiveness of the services provided by this section.
- Directs, through subordinate management staff, all activities of the section, delegating management responsibility.
- Leads and motivates a diverse workforce, of specialized professional and technical staff, ensures effective teamwork, provides resolution to controversial labour relations issues, ensures high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Ensures excellent customer service is provided to both internal and external customers.
- Provides leadership and establishes partnerships with clients, external consultants, members of Council, public, unions etc., to address and resolve conflicting demands and problems from various stakeholders and foster effective partnerships while balancing corporate interests.

- Ensures effective management through the development of annual work plans and long-term visioning exercises, implementing change management and performance management processes, including program reviews, service improvements, best practices, benchmarking, and the development and reporting on key performance indicators; and through the use of these management tools, develops competent and qualified personnel to ensure high level of service.
- Acts as an innovative leader to demonstrate commitment to the organizational values and principles and forms effective partnerships with various internal and external stakeholders.
- Responsible for the delivery of municipal capital works programs including the project planning, procurement of engineering services, where necessary, pre-design, public consultation, public and stakeholder notification, engineering survey, engineering design, project management, preparation of construction tenders, contract administration, obtaining regulatory approvals, securing property easements, construction inspection and quality assurance.
- Oversees the internal and/or external engineering design assignments associated with the rehabilitation, reconstruction and upgrading of the City's roads, bridges, structures, sidewalks, streetscaping, TTC tracks, utilities, sewers and trunk sewers, watermains and transmission mains, watercourses, stormwater management infrastructure; water, wastewater and solid waste treatment facilities; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major municipal infrastructure; and the interception and treatment of combined sewer overflows, in collaboration with staff from Toronto Water, Transportation Services, Solid Waste Management, City Planning, Economic Development & Culture, TTC and the Toronto and Region Conservation Authority.
- Oversees the input, for work within the Section's area of responsibility, in the development of the capital works programs and associated cashflow forecasts, for Transportation Services, Toronto Water, City Planning, Economic Development & Culture, Parks, Forestry & Recreation, and TTC to address rehabilitation, reconstruction and expansion needs for the City's roads, bridges, structures, sidewalks, streetscaping, TTC tracks, utilities, sewers and trunk sewers, watermains and transmission mains, watercourses, stormwater management infrastructure; water, wastewater and solid waste treatment facilities; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major municipal infrastructure.
- Leads the preparation of construction tenders and management of contracts for the rehabilitation, reconstruction and upgrading of the City's roads, bridges, structures, sidewalks, streetscaping, TTC tracks, utilities, sewers and trunk sewers, watermains and transmission mains, watercourses, stormwater management infrastructure; water, wastewater and solid waste treatment facilities; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major municipal infrastructure.
- Oversees the delivery of multi-year projects and programs through various delivery models including conventional design-bid-build, design-build and program management assignments.
- Oversees the preparation of contract documents to ensure they are developed in conformance to the City's current standards and specifications, thereby ensuring that the work is carried out safely and that both the project schedule and approved budgets are adhered to.
- Directs engineering investigations and provides recommendations, where required; reviews technical matters related to capital construction projects and prepares sound technical reports and documentation, as may be required.
- Oversees the development of Request for Proposals, and the proposal evaluations for consulting engineering and/or contracted professional service assignments.
- Responsible for the procurement of professional and construction services, as may be necessary, to deliver the capital works program.
- Ensures the execution and administration of contracts and agreements in compliance with approved authorizations and policies.
- Reviews and approves for final authorization the accurate and proper preparation of progress payments ; documentation and justification for change orders to consultants and contractors; and the issuance of substantial performance and completion certificates to contractors.
- Responsible for negotiations regarding claims and litigation arising from construction or professional services contracts, to ensure a fair and equitable resolution.

- Keeps abreast of technological advances and trends, and regulatory requirements associated with rehabilitation, reconstruction and upgrading of the City's roads, bridges, structures, sidewalks, streetscaping, TTC tracks, utilities, sewers and trunk sewers, watermains and transmission mains, watercourses, stormwater management infrastructure; water, wastewater and solid waste treatment facilities; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major municipal infrastructure.
- Ensures work undertaken by staff is in compliance with the requirements of the Occupational Health and Safety Act, provides the necessary training and safety equipment and ensures safe work procedures are in place and supports the development of a strong culture of health and safety.
- Acts as Divisional lead in discussions with other City Divisions, as may be required, to deliver the Capital Works Program including Corporate Finance, Purchasing and Materials Management, Legal, Risk Management, and Real Estate.
- Leads the development of key performance indicators for the Section, and ensures proper monitoring and regular reporting against assigned performance targets, and takes corrective action as may be necessary to ensure compliance with prescribed targets.
- Provides professional engineering expertise in the preparation of Emergency Planning initiatives led by the City's Office of Emergency Management, the various operating divisions and the Program Manager, Health & Safety and Emergency Planning within Engineering & Construction Services, respectively.
- Provides professional engineering expertise during emergencies which may impact or be impacted by safety concerns associated with infrastructure supported by the Section.
- Leads the preparation of technical reports and staff reports to Standing Committees, Community Councils and/or Council, and material for public education/communication purposes, as may be required.
- Represents the Division/Cluster/Corporation at meetings with the public, clients, stakeholders, Councillors and their staff, Standing Committees, Community Councils, City Council, court proceedings, and on internal and external committees.
- Leads the preparation of documentation and business cases, as may be required, for cost recovery of projects completed on behalf of third parties.
- Maintains a continuous and thorough knowledge of current corporate and other divisions' issues and initiatives.
- Participates on various committees, task forces, project teams, etc. as a divisional lead.