



Non-Union Job Profile

Job Title: Manager Design & Construction Major Infrastructure	Job Code: TM2181
Job Type: Management	Hours per 35
	Week:
Division: Engineering and Construction Services	Date Prepared: 11 Jul 2014

Job Summary:

To lead and manage staff involved in the planning, design and construction of works for the City's water, wastewater, combined sewer overflow and solid waste treatment facilities and other major infrastructure.

Reports To:

Director, Design & Construction Services (TM2219)

Supervises:

Senior Engineer (TM1437)
Senior Project Manager ECS (TM1998)
Engineer (TM1600)
Project Manager ECS (TM1999)
Project Site Supervisor ECS (TM1695)
Various Unionized Jobs

Major Responsibilities:

- Develops and implements detailed plans and recommends policies regarding program specific requirements.
- Manages, motivates and trains the unit's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Supervises the day to day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and controls vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments and recommends disciplinary action when necessary.
- Develops, recommends and administers the annual budget for the unit, and ensures that the unit's expenditures are controlled and maintained within approved budget limitations.
- Cultivates a culture of continuous improvement within the Unit, evaluating program delivery on an ongoing basis in consultation with staff, senior management, service users and partners and implementing and managing change improving effectiveness and efficiency.
- Ensures excellent customer service is provided to both internal and external customers.
- Provides technical expertise, and oversees the planning, development and implementation of multidisciplinary engineering designs and construction associated with the City's water, wastewater and solid waste treatment systems; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major infrastructure; and the interception and treatment of combined sewer overflows.
- Provides technical expertise and oversees the planning and execution of environmental assessment studies requested by Toronto Water and the Solid Waste Management Services Division.
- Leads the internal and/or external engineering design assignments associated with the rehabilitation, reconstruction and upgrading of the City's water, wastewater and solid waste treatment systems; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major infrastructure; and the interception and treatment of combined sewer overflows in collaboration with staff from Toronto Water, Solid Waste Management, the Toronto and Region Conservation Authority, Ontario Ministry of the Environment and Environment Canada.
- Provides input to the development of the Toronto Water's and Solid Waste Management Services' Capital Programs to address rehabilitation, reconstruction and expansion needs for the City's water, wastewater and solid waste treatment systems; water and wastewater pumping stations; water

reservoirs and elevated tanks; and other major infrastructure; and the interception and treatment of combined sewer overflows.

- Responsible for the preparation of tenders and contract management for the rehabilitation and reconstruction of the City's water, wastewater and solid waste treatment systems; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major infrastructure; and the interception and treatment of combined sewer overflows.
- Leads the delivery of multi-year projects and programs through various delivery models including conventional design-bid-build, design-build and program management.
- Oversees and provides input and quality assurance regarding project constructability in the preparation of contract drawings and specifications for construction assignments related to water, wastewater and solid waste treatment systems; water and wastewater pumping stations; water reservoirs and elevated tanks; and other major infrastructure; and the interception and treatment of combined sewer overflows.
- Leads the negotiations of contractual terms and conditions, and the finalization of agreements with consultants, contractors and design-build consortia.
- Ensures that contract documents are developed in conformance with the City's current standards and specifications, and ensure quality and safety of work performed, adherence to schedule and approved budgets.
- Ensures that all necessary approvals/permits are obtained from regulatory authorities, and funding approvals are secured prior to tendering of contracts.
- Leads discussions with other City Divisions to deliver the Capital Works Program including Corporate Finance, Purchasing and Materials Management, Legal, Risk Management, and Real Estate.
- Oversees and leads negotiations regarding claims and litigation arising from construction or professional services contracts, to ensure a fair and equitable resolution.
- Provides input to and comments on engineering designs, drawings and specifications for projects undertaken by the Unit, and for projects by third parties, impact City infrastructure.
- Oversees the development of Requests for Proposal, and the proposal evaluations for consulting engineering and/or contracted professional service assignments, led by the Unit.
- Authorizes and ensures the accurate and proper preparation of progress payments, and documentation and justification for change orders to consultants and contractors; and the issuance of substantial performance and completion certificates to contractors.
- Contributes to the development of key performance indicators for the unit. Responsible for monitoring and regular reporting, including key performance indicators and assigned performance targets, on the capital program and projects delivered by the unit.
- Provides oversight and appropriate allocation of staff and financial resources; and ensures effective project management with defined scope, schedule and requirements for projects undertaken by the Unit.
- Keeps abreast of technological advances and trends, and regulatory requirements associated with water, wastewater, combined sewer overflow and solid waste treatment; and prepares reports related to condition assessments and renewal needs.
- Provides professional engineering expertise in the preparation of Emergency Planning initiatives led by the City's Office of Emergency Management, Toronto Water, Solid Waste Management and Engineering & Construction Services, as required.
- Provides professional engineering expertise during emergencies in regards to safety concerns associated with water, wastewater, combined sewer overflow and solid waste facilities and other major infrastructure.
- Prepares technical reports and staff reports to Standing Committees and/or Council, and material for public education/communication purposes.
- 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.
- Prepares documentation and business cases 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 representative.