



OPPORTUNITY PROFILE | Manager, Strategic Infrastructure

ABOUT THE CITY OF BRANDON

Brandon has been nicknamed the "Wheat City" in honor of its rich agricultural heritage and reputation as a prosperous farming community. It is situated in the southwest corner of the province of Manitoba and is the second largest city in Manitoba. Brandon covers an area of 43 square kilometers (26 square miles) and its official population according to the 2016 Census is 48,859. However, its trading area population is estimated at 180,000.

Brandon is the little city with the big heart and has twice been voted one of the top ten cities in Canada in which to live by Chatelaine magazine and is a progressive community with a quality of life that must be experienced to be appreciated.

THE OPPORTUNITY

The Manager of Strategic Infrastructure leads an engineering team responsible for forecasting the technical direction of municipal infrastructure related to growth and development in the City of Brandon. This will include working closely with:

- the Asset Management Section in providing information that is consistent in with the Asset Management Governance Policy;
- the Design and Construction Section to ensure annual work programs complement overall infrastructure strategies; and,
- the City Planning Section to ensure that the City's municipal infrastructure needs and concerns are address and consistent with the City of Brandon's long-term Growth Strategy.

Projects vary in scope and size ranging from large subdivisions to complex regional and city-wide utility and infrastructure projects.

KEY RESPONSIBILITIES

Infrastructure Planning

- Provides review and direction on technical projects;
- Serves as the project manager on various municipal projects;
- Works with consultants to ensure the City's infrastructure modelling needs are met;

- Coordinates with other City departments in related operations;
- Ensures that future infrastructure is consistent with maintaining the integrity of the water, wastewater, and storm networks in the City;
- Reviews development proposals to evaluate infrastructure impact, opportunities, and requirements;
- Partners and collaborates with clients to understand their needs and provide appropriate solutions;
- Conducts peer reviews of the detailed design of infrastructure projects from time to time;
- Presents reports and presentations as required to staff, Planning District Board, Planning Commission, City Council and committees;
- Participates in departmental budget planning (capital and operating);
- Attends and presents on behalf of the City on area of responsibility at public hearings, evening meetings or public open houses;
- Provides recommendations and advice to the department heads, City Council, departments/divisions and the public on a wide variety of infrastructure matters;
- Liaises with service users and providers to deliver exceptional customer service;
- Ensures the services of the Section and/or Department are aligned with the City's vision.

Leadership and Employee Development

- Direct reports are engineering technicians involved with water, sanitary, storm water and traffic management plans;
- Participates in initiatives, decisions, committees, and policy development for the Engineering Department;
- Delivers training to City staff on issues related to the City infrastructure;
- Liaises with other Departments and Divisions associates on issues to ensure continued operations;
- Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives;
- Influences and inspires others to achieve organizational, individual and departmental goals and objectives;
- Builds and maintains positive and healthy relationships;
- Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship;
- Promotes harmonious employee relations while guiding and coaching the section and department associates.

Management and Administration

- Develops, maintains and coordinates the implementation of Engineering Department policies and programs relating to infrastructure planning and conceptual design with the assistance of the Planning Section and outside agencies which interact with the section;
- Manages Section staffing including participating in hiring, coordinating, coaching and leading activities, and participating in daily operations and completing payroll functions for Section;
- Responsible for all aspects of the operating and capital budgets in the strategic infrastructure section, including budget reviews at the pre-determined intervals as directed by Finance;
- Assists in developing and maintaining capital and operating budgets including collection, evaluation, and compilation of information for submission;
- Participates in labour management discussions and ensures adherence to applicable collective agreements, legislation, policies, or procedures;

- Monitors Strategic Infrastructure Section services and identifies and resolves issues.

THE PERSON

- A Bachelor's Degree in Civil Engineering or related Engineering diploma/degree program;
- Membership in or ability to acquire membership in the Association of Professional Engineers and Geoscientists in the Province of Manitoba (APEGM) or any other professional association related to one's qualifications (CET designation).
- A proven track record of progressive leadership.
- Minimum of five (5) years' experience in infrastructure project management.
- Minimum of five (5) years' experience in planning and development of municipal infrastructure.
- Experience working with collective agreements or corporate policies is preferred.

Skills

- Demonstrated initiative to plan, organize, and prioritize workload leading to successful implementation of comprehensive programs in a constantly changing dynamic team environment;
- Demonstrated leadership including establishing focus, providing motivational support, fostering teamwork, and empowering others;
- Demonstrated effective oral and written communication with the general public, other Division employees, City Council, and external organizations, agencies, and regulatory bodies;
- Demonstrated success in securing commitment and support for areas of expertise;
- Proficient use of computer equipment, operating systems, office automation and database software.

Knowledge

- Working knowledge of legislation, regulations, policy, etc. relevant to area of expertise;
- Thorough knowledge of various engineering principles and models used in Municipal Engineering including but not limited to; water distribution, wastewater collection, land drainage and traffic;
- Knowledge of municipal and Engineering construction materials and knowledge of the

- practices and equipment used in municipal engineering construction and maintenance;
- Knowledge of City protocol used to manage situations effectively in all areas of the organization and in the community;
- Practical knowledge of the principles and practices of long range land use planning and urban growth management as related to the Division, including the Growth Strategy, Development Plan, Secondary Plans, Neighbourhood Plans and the land development process, generally.

Abilities

- Ability to conceptualize servicing solutions for the overall City and its component parts;
- Ability to apply various management concepts and practices to effectively plan, organize and direct the activities of the Section;
Ability to assign, plan and direct the work of other team members in a manner conducive to full performance and high morale;
- Ability to resolve issues timely and in a manner which reflects positivity for the department;
- Ability to write clear, concise reports and express ideas orally on technical subjects in a manner that provides adequate support of conclusions and recommendations;

- Ability to establish and maintain effective working relationships with City employees, consultants, contractors, developers, officials and the general public;
- Willingness to participate in training and self-development programs;
- Willingness to adapt to new technological changes and improvements;
- Ability to hold and maintain a valid Manitoba Class 5 driver's license.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

PRIME SKILLS AND ATTRIBUTES

Leadership Skills - Demonstrates progressive leadership style while giving guidance and support, a mentor and positive role model combined with a practical and common-sense approach. Progressive forward thinker capable of making a value-added contribution with minimal supervision. Is able to direct people in the meeting of corporate objectives and expectations. Will possess strong interpersonal and motivational skills as they direct and coach their staff. A mentor and positive role model who has the ability to communicate potential opportunities to departments while empowering staff and incorporating the views of others.

Management Skills - Demonstrates a style, which actively promotes involvement with, staff, with an emphasis on motivating, strategic thinking and encouragement of people, teams and activities. A proven record of being able to motivate, plan, direct and evaluate people and activities of a broad based municipal organization.

Visionary - Understands and interprets trends and management challenges with clarity, energy and confidence.

Interpersonal Skills - Works well with people from all disciplines and is sensitive to diverse needs with the proven ability to integrate teams. Ability to deal effectively, both verbally and in writing, with the public and other city departments and agencies, including ability to deal with possible conflict situations effectively. Team player. Ability to handle sensitive and confidential subject matters.

A Professional - Acts as an integral part of an administrative team and displays a style with high ethical standards, an honest, open and consistent approach to working with staff and citizens. Believes in involving people in processes to establish priorities and shows sensitivity to changing approaches. Shows strong common sense and intuitive judgement abilities.

Action-oriented – Self-motivated and enthusiastic with the ability to work with considerable independence and to demonstrate initiative, creativity and resourcefulness in establishing and achieving business objectives. Possess follow through skills to bring closure to projects. The individual will have foresight and the ability to comprehend potential results arising from complex decisions.

Teamwork – Strongly supports a team approach in managing both staff and programs and leads by example.

Corporate and Strategic Planning - Provides executive leadership to all planning initiatives and ensures accountability for achievement of results throughout the municipality.

Financial Management - A proven ability to work in a fiscal environment of restraint and leads with a strong sense of service. Efficient in budgeting, financing and information reporting. Demonstrates an understanding of financial sustainability.

Self-Confidence - Possesses confidence in own skills and abilities, is able to make difficult decisions and stand by them and demonstrate a positive attitude. Able to network effectively and build rapport at all levels of the organization. Ability to work with ambiguity. Committed to personal excellence with strong work ethic. Understands the working of collective agreements and supervising unionized employees.

Organizing Skills - Simplifies often complex and lengthy matters and runs an administration that is service-oriented. Ability to quickly prioritize work activity as work is subject to frequent interruptions and conflicting priorities. Ability to work through frequent periods of stress associated with resolving problems and meeting deadlines. Timely decision-making with sound judgment. Detail-oriented, but able to see the “big picture”.

Politically Astute - Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions.

Customer Service – Confidence in ensuring customer needs are identified and addressed; ensuring appropriate consultation with all stakeholders and timely, cost effective and quality service.

Human Resource Management – Requires excellent human resource knowledge and interpersonal skills to work positively with management, staff and unions. Sensitive and caring with the ability to bring diverse individuals and program initiatives together using strong negotiation and conflict resolution skills.

FOR INFORMATION: PLEASE CONTACT

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