



Internal/External Job Posting

Regular Full Time Non Union Position

Manager of Engineering and Planning Services

Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometres, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Accountabilities

Reporting to the Director of Water Management, the Manager of Engineering and Planning Services is responsible for the effective delivery of the planning and regulation program. Program areas include the Conservation Authorities Act (s.28 and compliance matters) and applicable Regulations and associated natural hazard mapping, municipal planning policy and review of applications review, development of policy, review and analysis of external legislation and policy as it relates to the departments program areas and oversight of the subwatershed planning program.

Specific Accountabilities

1. Participate on Management Committee contributing to the development of corporate strategic plans, goals and objectives, policies and annual budgets.
2. Establish strong working relationships and open collaboration with the Management team, the Engineering and Planning Services team, and all staff within the GRCA.
3. Provide guidance, direction, mentorship and support for the Supervisors and staff in Engineering and Planning Services (approximately 20 staff), to ensure effective delivery of programs and employee development. Promote and practice the GRCA's values in all actions. Schedule and attend regular department meetings.
4. Prepare short and long term work plans, management plans and set priorities, goals and strategies to guide the development and management of the GRCA Engineering and Planning Services program that align with the strategic objectives of the GRCA.
5. Responsible for the preparation of the department's annual budget submissions. Approves expenditures, monitors costs and ensures budgetary control for Engineering and Planning Services, as required. Provides budget estimates and forecast updates to Finance as required.
6. Establishing and maintaining working relationships with municipal, federal and provincial agencies, user groups, and private interests.
7. Provides oversight to GRCA's participation in hearings and appeals related to program areas within Engineering and Planning Services before the Ontario Land Tribunal and the Ontario Courts.

8. Provides oversight on the: flood inundation, hazardous lands and sites such as flood hazard, shoreline and erosion mapping programs, subwatershed planning and field monitoring and storm water management (SWM) programs.
9. Provides direction, in consultation with the Supervisor of Natural Heritage, on the Natural Heritage component of technical review of policies, applications and studies such as: planning and permit submissions, watershed plans, official plans, environmental assessments, and violations.
10. Prepare and present reports to the General Membership with respect to Engineering and Planning Services programs and operations.
11. Promote a health and safety culture within Engineering and Planning Services by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and GRCA policies and procedures. Conduct regular workplace inspections and audits to demonstrate due diligence.
12. Regularly evaluate programs, policies and decisions within the department to ensure continuous improvement and effective service delivery. Oversee the development of department policies and standard operating procedures as required.

Technical Accountabilities

1. University degree in planning, environmental science, engineering or equivalent.
2. At least 10 years of relevant experience with a minimum of 6 years of management experience in a public sector organization.
3. Demonstrated organizational, leadership and team-building skills with experience managing staff in a unionized environment. Strong collaboration skills with employees in all areas of the organization, external agencies, other partners and third parties as applicable.
4. Strong strategic thinking skills in combination with strong research, analytical and problem solving abilities and demonstrated experience effectively preparing and managing budgets.
5. Excellent written communication skills with demonstrated ability to prepare correspondence, technical reports, board reports and other documents. Experience with proposal writing, policy development, procurement and contract administration.
6. Strong verbal communication skills with experience presenting information and making recommendations to boards, councils or committees. Demonstrated ability to communicate effectively with a broad range of stakeholders.
7. Proven ability to interact effectively with other managers and contribute significantly to the strategic decision-making process of a senior leadership team.
8. Current working knowledge relevant federal and provincial legislation, policy and guidelines such as the Conservation Authorities Act, Planning Act, Environmental Assessment Act, provincial natural hazard and storm water management technical guidelines and other environmental legislation and guidelines. Solid understanding of workplace legislation including but not limited to the Employment Standards Act, WSIA, Occupational Health and Safety Act, Ontario Human Rights Code, and AODA.
9. Demonstrated experience with the review and interpretation of legislation and policy and legal cases before the courts.
10. Membership in Ontario Professional Planners Institute and/or Association of Professional Engineers of Ontario is considered an asset.
11. Proficient computer skills including, but not limited to, MS Office and GIS mapping software.
12. Valid driver's license and the ability to travel throughout the watershed.

Competencies and Abilities

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of risk and implications, making connections of underlying issues and ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information. Ability to carry out skillful negotiations and interest based conflict resolution.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, consultants, stakeholders and other agencies

Goal/Action Oriented

Effective problem solving, collaboration, negotiation and facilitation skills. Develops goals that align with and support the strategic plan. Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing or competing priorities. Achieving high standards of performance from others is important. Excellent organizational skills with respect to project management, project planning, contract management and time management.

Team Work

Interacts with people respectfully and effectively as part of a team. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. Demonstrated ability to build partnerships and alliances with peers, business communities, partners and staff. Exceptional internal communications skills are required for staff relations, working with other internal teams to achieve mutually beneficial outcomes and to provide support to other programs within GRCA.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with other staff, external stakeholders, consultants, contractors and other agencies. Works in close collaboration with internal stakeholders to keep them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing working relationships and communicating with tact and diplomacy

Leadership

Maintains a calm and professional attitude in the face of change, stressful situations and challenges. Creates a climate in which people want to do their best. Effectively manage employees, developing a team atmosphere, providing information to employees and having strong interpersonal skills being able to know about employee's concerns and questions. A high

level of personal and professional excellence including the ability to align personal and organizational values. Excellent interpersonal and people management skills including the ability to attract, retain, coach and develop others. Demonstrated ability to ensure a safe working environment while being innovative, flexible and entrepreneurial.

Deadline for Applications: 4:00pm, Monday August 8, 2022

Approximate Start Date: September, 2022

The annual salary range for this position is Job Level L \$109,854 to \$133,654 /35 hours per week

GRCA offers a comprehensive benefits package including health, dental, vision care, life and disability insurance; membership in the OMERS pension plan and a pass for free entry into GRCA conservation areas.

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Manager of Engineering and Planning Services" in the subject line.

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6; 519-621-2761.