



## POSITION VACANCY

Call Number:	<b>2021 - 63</b>
Position:	<b>Infrastructure and Asset Management Services Supervisor</b>
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Salary Range:	\$82,240 to \$102,800
Date Posted:	November 17, 2021
<b>Closing Date:</b>	<b>December 3, 2021 at 4:30 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, December 3, 2021**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

## **CITY OF NIAGARA FALLS**

### **POSITION DESCRIPTION Municipal Works**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

- POSITION TITLE:** Infrastructure and Asset Management Services Supervisor
- POSITION SUMMARY:** Responsible for Municipal Infrastructure Condition Assessment programs and Infrastructure Field Technical Services programs.
- RESPONSIBLE TO:** Engineering - Infrastructure and Asset Manager
- SUPERVISES:** Infrastructure Asset & Environment Technologist (1), Engineering Asset Management Analyst (1), Infrastructure Technician (2) and Jr. Infrastructure & Environment Technologists (2)
- RESPONSIBLE FOR:**
1. Develop and administer activities related to Municipal Infrastructure condition assessment programs ensuring integration of the findings into the City's Asset inventory and mapping system. Programs include: Road PCI assessments and Sidewalk condition Inspections, Bridge and Culvert Inspections, CCTV and Zoom Camera Inspections of Sanitary, Combined and Storm Sewer networks, and Watermain network leakage and condition assessment testing.
  2. Develop and administer related Municipal buried infrastructure operating performance assessment programs ensuring integration of the findings into the City's Asset inventory and mapping system. Programs include: Sewer flow monitoring, and Hydrant flow and pressure testing.
  3. Liaison and coordinate the exchange of Operations and Maintenance performance data with internal stakeholders as it relates to Municipal Works infrastructure operations and capital rehabilitation planning. Examples include watermain break data, basement flooding, MMS Inspections, etc.
  4. Using information gathered through condition and operations assessment activities support the development of the City's annual State of Good Repair capital re-investment program and capital budget

5. Conduct internal and lead third-party investigations and studies required to develop the City's Growth-related capital forecast and budget (eg. Master Servicing Plans, Pollution Prevention Control Plans, etc.)
6. Facilitate infrastructure asset management planning, programming and reporting in support of the City's Asset Management Plan, State of the Infrastructure Report Card and third party grant applications
7. Support capital asset cost reporting and infrastructure data maintenance activities related to financial reporting / full cost accounting
8. Liaise with local and upper tier municipalities to assist in coordinating infrastructure management planning & programming.
9. Administer all activities under the City's Weeping Tile Removal Assistance (WRAP) program. Provide technical assistance and advice to investigating staff, participating plumbers/contractors and residents with respect funding eligibility and the scope and scale of works implemented through the program.
10. Administer all activities under the City's Local Drainage investigation and assistance program. Provide technical assistance and advice to investigating staff, and involved residents and contractors with respect to the scope and scale of works implemented through the program. Coordinate and liaise with inspection and enforcement staff from Building and By-Law with respect to mitigation/resolution activities and outcomes.
11. Coordinate infrastructure field staff activities pertaining to Major storm flooding investigations. This includes providing technical advice and assistance to impacted residents, and working in cooperation with other City departments (Risk Management, Legal, Environmental Services) and external agencies (RMN, MOECC, Insurers) to fully document and investigate major storm related flooding incidents within the City.
12. Supervise Infrastructure field staff related investigation requests by both internal and external customers. Includes: Zoom Camera inspections, Confined Space Entries (MH Inspections), Sewer Connectivity (Dye, Smoke and Acoustic) testing and confirmations, Lateral camera inspections, PCI road condition assessments.

13. Develop and implement procedures and protocols for Field Infrastructure technical staff activities, including staff training.
14. Provide assistance and support as directed to the Infrastructure and Asset Manager, including acting in that capacity when required.
15. Coordination of regular Health and Safety meetings, related training as required, and ensuring staff compliance with OHSA and City requirements pertaining to field activities.

**POSITION REQUIREMENTS:**

Minimum is a three (3) year college diploma in Civil Engineering Technology or related field.

As a minimum must be a Certified Engineering Technologist or eligible for License as a Professional Engineer in Ontario.

At least three (3) years related experience in the Municipal Works and Engineering field, and a minimum of six (6) months of supervisory experience.

Knowledge and background in Asset Management practices, particularly condition assessment protocols. Ability to interpret pipeline assessment reporting. Eligible for NASSCO PACP Certification (within 1 year of starting).

Created: April 6, 2018  
Revised: November 16, 2021