



**CITY OF ORILLIA
GENERAL MANAGER
ENVIRONMENT AND INFRASTRUCTURE SERVICES**

ABOUT ORILLIA

With a population of approximately 34,000, Orillia is a sustainable and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Hydro One, Lakehead University, Georgian College and the Ontario Provincial Police headquarters. Orillia offers an excellent quality of life with four-season recreation and cultural opportunities for every age including an impressive parks and trail system, festivals, galleries, music and live theatre. Located in the heart of Orillia and Lake Country is a great place to live, work and explore.

POSITION OVERVIEW

SUMMARY

Reporting to the Chief Administrative Officer (CAO), the General Manager of Environment and Infrastructure Services Department is responsible for directing, planning, managing and reviewing the activities, operations and maintenance of the Environment and Infrastructure Services Department, which includes Waste Management, Water Treatment and Supply (including wells), Metering and Backflow, Water Distribution, Wastewater Treatment and Collection, Pollution Control, Source Water Protection, Roads, Parks, Fleet, Stormwater, City Facility Management, Electrical Services, Streetlighting and Traffic Signal Control, Environmental Compliance, Climate Change Action Planning and Engineering of Capital Projects (involving Environmental Services, Source Protection and Operations and Property and Sustainability).

KEY RESPONSIBILITIES

General Duties

- Develop, plan and implement goals and objectives for the Environment and Infrastructure Services Department; recommend, administer and implement policies and procedures as approved by Council.
- Overall responsible for water, wastewater and stormwater operations including rates, fees and reserve budgets.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work projects, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies. Work in conjunction with the Director of Human Resources to manage union/management relationships, including collective bargaining, grievances, etc.
- Respond to inquiries, handle and resolve complaints, and serve as an initial point of contact for public and media inquiries regarding the Department.
- Prepare, review, and recommend the annual Departmental budget; monitor/administer approved budget and report on same; and authorize payment of accounts as well as provide



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long-range planning for the City capital improvement projects. Oversee the tendering and contract completion for capital and operating projects and contracts.

- Prepare reports, make recommendations/presentations and attend Council Committee/Council Committee in Closed Session, Senior Management Team, community group, public and/or other meetings, as required.

Environment

- Oversee the garbage, recycling, and green bin/yard waste collection contract as well as oversee the implementation of City's Climate Change Action Plan and development of climate change adaptation initiatives.
- Overall responsible for managing the energy management processes and the City's Energy Management Plan, in accordance with Ontario Regulation 507/18, related regulations, energy procurement and best practices.
- Overall responsible for the Drinking Water Quality Management System (DWQMS) and licensing program as well as the operation of the City's Waste Diversion Site and all associated programs.

Operations

- Oversee Winter Control, Spring Cleanup and Summer operations throughout the City's infrastructure as well as oversee the review and provision of Entrance Permits, Road Occupancy Permits, Culvert Installation and Lowering Permits, and Curb Cut Permits.
- Overall responsible for the fleet management program for Environment and Infrastructure Services, Development Services and Engineering (large-to-small-sized vehicles), and Fire (small-to-mid-sized vehicles), as well as equipment.

Facilities

- Oversee asset maintenance tracking for each facility; ensure all necessary records and documentation are completed and retained as required and complete all capital projects related to asset maintenance and lifecycle replacement and ensure the operation of all City facilities meet regulatory requirements.

Parks

- Oversee the in-house floriculture for seasonal planting and arboricultural services within the parks and downtown core of the City, as well as oversee the management of all parks, parkettes, sports fields, and trail maintenance.

POSITION EDUCATION, SKILLS AND EXPERIENCE:

- Minimum four-year university degree in Engineering or related field required.
- Masters' Degree in Engineering, MBA an asset.
- Water Treatment Class II, Water Distribution and Supply Class III, Wastewater Collection Class II, Wastewater Treatment Class IV licenses and/or Certificates an asset.
- A minimum of 10 years' experience in a senior executive/leadership position, preferably in the municipal sector.



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- Knowledge and background in Water and Wastewater, Solid Waste and Roads Operations, including pertinent legislation.
- A proven strategic leader who fosters a culture of collaboration, respect, empowerment. and results.
- Proven ability to develop strategic solutions.
- Demonstrated capacity for problem-solving, handling competing priorities/demands with ease and finesse.
- Understands and the importance of community engagement and pride.
- Proven budgeting and financial management skills.
- Excellent public speaking, presentation, and communication skills, with the ability to explain complex issues effectively.
- Experience with the interpretation and application of collective agreements in a unionized environment.
- Working knowledge of various processes and current knowledge of all applicable legislation.
- Possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the employment start date.

Compensation for this position is \$174,101 to \$203,675, plus a comprehensive benefits package. Applications will be accepted until February 6, 2023 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.