

## **Manager of Infrastructure Development Services - Engineering**

### **Competition #194**

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Click the following link to access the position brochure: [MGR of Infrastructure - Brochure](#)

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

**Rate of Pay:** \$117,945.02 - \$152,633.84 – 2026 Annual Rates (Steps 1 to 8)

**Hiring Range:** \$117,945.02 - \$138,758.98 – 2026 Annual Rates (Steps 1 to 4)

**Closing Date:** 11:59pm on March 13, 2026

This competition will include testing and an interview.

### **PURPOSE OF POSITION**

Reporting to the Director of Engineering Services, the Manager of Infrastructure is responsible for facilitating the planning, design and construction of municipal infrastructure within the City of Brandon.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

#### **Infrastructure Planning**

- Assists in preparing the annual and ten (10) year capital/renewal budgets.
- Undertakes planning on an annual basis for the engineering design and tendering schedules to meet the City's needs and budget allocations.
- Prepares and submits applications for Provincial/Federal grants and/or cost sharing;
- Responsible for capital budgets in the sections relevant to one's work. This includes conducting budget reviews and expenditure projections on a regular basis.
- Assists with master planning initiatives related to water, wastewater, stormwater and transportation infrastructure.
- Collaborate with other departments to align infrastructure goals with strategic plans.
- Responsible for ensuring the infrastructure modelling needs are met.

#### **Engineering Design and Contract Administration**

- Initiates the development of preliminary and detailed designs.
- Initiates and reviews all engineering drawings, specifications and tender documents to ensure compliance with standards established by the City and/or regulatory requirements.
- Initiates and monitors site investigations and surveys.
- Reviews and approves consultant submissions.
- Obtains permits and approvals from other regulatory agencies.
- Reviews bid evaluations and award recommendations.

- Prepares Council Reports which may include attending City Council Meetings to address or answer any concerns or questions that may arise.
- Supervises and leads the administration of consulting and construction contracts.
- Plans and implements quality management processes
- Reviews and approves payment certificates, and change orders within financial authorities.
- Facilitate project close-out, including deficiency resolution, warranty inspection and tracking, and final close-out reports.
- Investigates and resolves issues which may arise during planning, design and construction of infrastructure.

### **Management and Administration**

- Assists other departments with defining project scope, objectives, deliverables, risks and schedules.
- Monitors progress and performance of capital project and prepare status reports for senior leadership and council.
- Monitors and analyzes existing procedures, engineering standards, design criteria, identifies deficiencies and recommends improvements.
- Participates in the selection and appointment of consultants for the provision of various services.
- Addresses stakeholder and public concerns as required.
- May lead studies and conceptual designs including coordination with senior levels of government, public agencies and interest groups to the development of solutions to meet the needs of the community.
- May represent the Engineering Department on various committees and working groups with outside agencies, both government and private;
- Provides assistance to the City Operations Division regarding problems, inquiries, and complaints concerning roadways, water distribution, wastewater collection, drainage, and facilities.
- Provides advice and recommendation regarding the continual updating of policies and procedures related to transportation, water, wastewater and storm water management in response to ongoing changes in local and senior government legislation.

### **Leadership and Employee Development**

- Directs a multi-disciplinary group including project managers, project engineers, engineering technologists and technicians involved in the planning, design and construction of municipal infrastructure.
- Directs a CCIL certified materials laboratory.
- Participates in initiatives, decisions, committees, and policy development for the Engineering Department.
- Delivers training to City staff on issues related to the City infrastructure, property and land development.
- 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.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

## **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Bachelor of Science in Civil Engineering or Diploma in Civil or Municipal Engineering Technologist from an accredited institute;
- Membership of the Engineers and Geoscientist of Manitoba (EGM) as a Professional Engineer or Specified Scope of Practice License.
- A Professional Engineer shall demonstrate progressive experience in the areas of engineering design and construction of municipal services including, transportation, water distribution, wastewater collection, and land drainage.
- A Technologist holding a Specific Scope of Practice License shall demonstrate extensive progressive experience in similar areas of municipal services.
- Approximately five (5) years' experience Contract Administration and Project Management
- Approximately five (5) years' experience in supervision of staff.

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Experience preparing and managing budgets is an asset.
- Experience working with government officials is preferred.

## **WORK CONDITIONS**

The employee works independently and as part of the team providing support to a variety of people.

- Self-motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees (daily);
- May be necessary to travel throughout the City and visit various facilities or work sites in all types of weather conditions (daily);
- Long hours of work during construction season, including evenings and weekends (occasionally);
- Responsible to the Director of Engineering Services.

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!*