Manager, Engineering

Department	Vacancy	Employee Group	Position Type
Public Works	**Existing**	**Non-Union**	**Permanent Full Time**

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Director of Public Works, the Manager of Engineering is responsible for the leadership, planning, coordination, and delivery of municipal engineering services and infrastructure projects. This position oversees the planning, design, construction, operation, and maintenance of municipal infrastructure, including roads, bridges, drainage systems, stormwater management, and other municipal assets.

About You

What You Will Do

- Prepare specifications and associated information for tender documents and requests for proposals for all approved capital and operating projects
- Supervise assigned unionized staff according to the terms of the collective agreement including scheduling of work, preparing work plans, staff training, development, health and safety as per the Occupational Health and Safety Act and Town policy, and other regulatory compliance, performance management, coaching/mentoring, timesheet review and overtime/vacation authorization, and payroll submissions.
- Provide technical analysis of other engineering matters including geotechnical, environmental, hydrological, and process engineering

- Review and recommend awards for capital and operating projects based on the analysis of submissions, information provided as part of the procurement process, and historical data.
- Review invoices and payments for project related expenditures, ensuring spending stays within the approved budget
- Visit construction sites to assess the quality of work being performed and the progress being made. Liaise with inspectors and contractors to ensure work progresses according to the contract documents and required legislation
- Serve as the key point of contact and provide technical review on all utility and private development applications as well as general correspondence with various community stakeholders, community groups, and conservation authorities.
- Act as liaison and point of contact with all key project specific stakeholders including other internal Town departments, external municipal personnel, permitting agencies, etc.
- Liaise with Regional Municipality of Niagara, local municipalities, Niagara Peninsula Conservation Authority, Ministry of the Environment, Culture and Parks (MECP) and other Federal and Provincial agencies as appropriate
- Respond to inquiries and complaints from the public in a thorough and prompt manner, visiting sites to discuss and resolve problems.
- Review all planning submissions for subdivisions, site plans, building permits, minor variances, Committee of Adjustments Applications and comments on pre-consultation meetings prior to application submissions for approval, ensuring that the design submitted adheres to the Town Engineering Design Criteria
- Assist with the preparation and administration of subdivision and site plan development agreements.
- Administer and manage the Town's CLI/ECA program and approvals related to stormwater and wastewater compliance as they relate to capital project delivery and the management of annual operating programs
- Administer the operation of streetlight system in conjunction with Hydro One and Niagara Peninsula Energy, including the review of the submitted design, location and type of streetlight.
- Provide engineering and construction surveys for investigative and design purposes such as boundary disputes, pre-construction surveys, grading discrepancies, ditching works and works on municipal drains.
- Provide input with the development of Master Plans and other Class EA undertakings.
- Assist with the development and implementation of the Town's Asset Management Plan and lead the department's activities associated with the plan, including coordination with the Town's GIS and Asset Management Coordinator
- Work with the Environmental Coordinator to implement various climate change initiatives related to capital infrastructure and operational contracts
- Provide formulations to assist with the preparation of the capital budget forecast for a 20-year plan in relation to roads, water and wastewater projects
- Assist with the development and management of the Town's Development Charge Studies and By-l
- Prepare reports, presentations, recommendations, and technical briefings for senior management and Town Council and sit on various committees, as required
- Comply with the Occupational Health and Safety Act and the policies, procedures and practices developed by the Town. Perform work in a safe manner and ensure timely reporting of any observed hazards or lapses in the functioning of any health and safety measure or procedure.
- Perform the duties as Acting Director of Public Works when designated.

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary education in Civil Engineering or closely related engineering discipline
- Professional Engineer (P.Eng.) or Certified Engineering Technologist (C.E.T) designation
- Member in good standing with the Professional Engineers of Ontario or Ontario Association of Engineering Technicians and Technologists
- Working knowledge in engineering, operations and maintenance of Public Works infrastructure assets.
- A thorough understanding of legislation and guidelines related to Asset Management, planning, design, construction, contract administration, and operations of municipal infrastructure and the environment, and relevant regulations enforced by federal and provincial approval agencies
- Asset Management Training/Certification preferred
- Trained in Ontario Drinking Water Quality Management Standards asset preferred
- 7 years' related experience, preferably in a unionized, public-sector setting
- Ability to lead teams, establish priorities, and develop staff
- Ability to manage multiple projects, competing deadlines, complex contracts and changing priorities
- Strong written, verbal, presentation and public consultation skills
- Sound judgement in evaluating alternatives, managing risks and resolving technical and operational issues
- Ability to build effective working relationships with staff, Council, consultants, contractors, developers, agencies and the public
- Familiarity with computer technology and engineering software such as MS Office, AutoCAD, ArcGIS, project management, water and sewer system modeling, storm water management modeling, transportation and traffic.
- Valid Class G Driver's License

What's In It For You

- A competitive salary ranging between **$123,493 to $144,469** (2026 rates) with a 40-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours is required.
- Fully paid, comprehensive group benefits including an annual $500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: $123,493 – 144,469 (2026 rates)
- Vacancy: Existing
- Department: Public Works
- Position Type: Permanent Full-Time
- Employee Group: Non-Union
- Work Location: Office and Field-Based
- Hours of Work: 40
- Number of Openings: 1
- Posted Date: November 2, 2026
- Application Deadline: Thursday, November 19, 2026, by 4:30pm

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Applications are available online at https://www.pelham.ca/careers and must be submitted by **4:30pm on Thursday, November 19, 2026**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.