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Owen Sound, ON N4K 5N6  
www.greysauble.on.ca

Protect.  
Respect.  
Connect.

## MANAGER OF ENGINEERING SERVICES – PERMANENT FULL-TIME

Grey Sauble Conservation Authority is seeking to fill the position of **Manager of Engineering Services**.

### Who are we?

Grey Sauble Conservation Authority (GSCA) is one of Ontario's 36 conservation authorities dedicated to protecting, restoring and enhancing our local natural environment, and keeping our communities safe from flood, erosion and shoreline hazards. GSCA is a community-based resource management agency which owns and manages 11,734 hectares (28,995 acres) of some of the most scenic and environmentally sensitive lands in Ontario. For over 60 years, GSCA has been offering local renewable natural resource programs and services to its watershed municipalities and landowners. We care for the five major watersheds and several lake fringe watersheds within Grey and Bruce Counties. We are inspired to make a difference and we work to inspire a strong appreciation for the environment within our communities.

### Who are you?

You are dedicated and enthusiastic about environmental management, ecological integrity, sustainable development and supporting a positive client experience with planning and engineering professionals within the Grey Sauble watersheds. You are a licensed professional engineer in the Province of Ontario, with a strong understanding of water management principles and technologies, floodplain modeling and have a firm understanding of the conservation authority mandate. You possess an outgoing personality that allows you to work effectively with our municipal partners, stakeholders, members of the public, development industry and GSCA team members. You want a career that affords you a good work-life balance while allowing you to make a difference in your community.

### Why work for us?

GSCA's Administrative Office is situated on over 200 hectares of natural wilderness, complete with over seven kilometres of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay; excellent employee benefits program; and enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. Joining GSCA means that you will be part of a small, friendly, and closely-knit team. You will have direct access to the support and extensive knowledge of these individuals who share common goals and a passion for the environment.

### Summary of Functions

Reporting directly to the Chief Administrative Officer, this position is responsible for coordinating flood hazard technical engineering support for the Environmental Planning & Regulations Department, for

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#### Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

assisting with undertaking projects involving maintenance, upgrading, and adaption of flood risk management tools (ie: hydraulic and hydrologic models) in support of flood risk mapping, and other applications within the Authority, to protect life and property and promote integrated resource management. This position will also assist with undertaking a variety of projects, as needed, related to climate change, the Authority's Flood Forecasting and Warning System, maintenance and studies related to the Authority's Water and Erosion Control Structures, the Authority's Low Water Program, and to provide support to other functions departments within the organization.

## **ELIGIBILITY REQUIREMENTS**

- Graduation from an accredited university in water resources engineering or a related engineering discipline.
- Be licensed as a Professional Engineer (P.Eng) in the Province of Ontario, in good standing with the Professional Engineers of Ontario.
- Be eligible to obtain a Certificate of Authorization for the provision of engineering services from the Professional Engineers of Ontario.
- Valid Class 'G' Ontario driver's license.
- Minimum of six (6) years' experience in water resources engineering.
- Minimum 5 years' experience in a supervisory capacity.
- Extensive knowledge of current water management principles and technologies.
- Extensive knowledge of hydrology, hydraulics and floodplain modelling and mapping.
- Working knowledge of hydraulic and hydrologic computer models with preference to experience with application of HEC-RAS, HEC-GEORAS, PCSWMM and HEC-HMS.
- Experience with GIS systems and software, such as Manifold GIS, QGIS and/or ArcGIS/Hydro.
- Understanding of spatial data concepts and theories for both vector and raster data
- Advanced spatial data analysis capabilities including watershed analysis and flood mapping
- Understanding of relational databases.
- Strong working knowledge of Microsoft Office Suite programs.
- Strong understanding of watershed management principles.
- Knowledge of legislation, policies and technical approaches to stormwater and flood plain management.
- Knowledge of ground-truthing techniques.
- Knowledge of the role and mandate of Conservation Authorities, including the Conservation Authorities Act and relevant regulations.
- Experience with project management methodologies and delivery.
- Experience with policy and guideline development and writing.
- Experience peer-reviewing and commenting on engineered models and studies.

## **SUMMARY OF MAJOR TASKS**

- Lead and manage the Water Resources Engineering Department, including supervising and supporting relevant staff, proposing and delivering on Departmental performance targets, and management of the Departmental budget.
- Conduct engineering technical review of permit and planning applications and technical reports.
- Assist the Water Management Department with projects related to GSCA's Water and Erosion control structures and GSCA's streamflow and flood forecasting systems.
- Support the GSCA's water resource engineering needs, including undertaking hydrologic and hydraulic

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models of stream systems, analyzing water resource projects, providing engineering technical support, and implementing policies, procedures and guidelines as needed.

- Other duties and projects as appropriate to the position are listed in the full position description.

### **ADDITIONAL INFORMATION**

This position works 35 hours, Monday to Friday with the occasional evening and weekend work required. A full listing of the position requirements and responsibilities is available in the Position Description available on Grey Sauble Conservation Authority's website.

**Starting salary:** \$93,694 plus benefits and enrollment/continuation in OMERS pension plan.

**Forward resume by March 3, 2023, to:**

Grey Sauble Conservation Authority  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
Email: [jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca)

**Both a resume and cover letter are required. Please quote "Manager of Engineering Services" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.**

Anticipated Start Date: April 11, 2023

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.

**Position Title: Manager of Engineering Services**

**Purpose of Position:**

The Water Resources Engineer is responsible for coordinating flood hazard technical engineering support for the Environmental Planning & Regulations Department. The Water Resources Engineer is also responsible for assisting with undertaking projects involving maintenance, upgrading, and adaptation of flood risk management tools (ie: hydraulic and hydrologic models) in support of flood risk mapping, and other applications within the Authority, to protect life and property and promote integrated resource management.

The Water Resources Engineer is also responsible for assisting with undertaking a variety of projects as-needed related to climate change, the Authority's Flood Forecasting and Warning System, maintenance and studies related to the Authority's Water and Erosion Control Structures, the Authority's Low Water Program, and to provide support to other functions within the Water Management and Information Services Departments and the Authority, to protect life and property and promote integrated resource management.

**Reporting Relationship:**

Reports to the Chief Administrative Officer.

**Positions Supervised:**

- Up to five staff

**Job Requirements:**

a) Education, License(s) and Accreditation

- A bachelor's degree from an accredited university in water resources engineering or a related engineering discipline.
- A licensed Professional Engineer in good standing with the Professional Engineers of Ontario is required.
- Eligible to obtain a Certificate of Authorization for provision of engineering services from the Professional Engineers of Ontario.
- Valid Ontario Drivers Licence required.

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**Member Municipalities**

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

b) Technical Knowledge and Experience

- Minimum 6 years' experience in water resources engineering is required.
- Minimum 5 years experience in a supervisory capacity
- Extensive knowledge of current water management principles and technologies.
- Extensive knowledge of hydrology, hydraulics and floodplain modelling and mapping.
- Working knowledge of hydraulic and hydrologic computer models with preference to experience with application of HEC-RAS, HEC-GEORAS, PCSWMM and HEC-HMS.
- Experience with GIS systems and software, such as Manifold GIS, QGIS and/or ArcGIS/Hydro.
- Understanding of spatial data concepts and theories for both vector and raster data
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- Strong working knowledge of Microsoft Office Suite programs
- Strong understanding of watershed management principles
- Knowledge of legislation, policies and technical approaches to stormwater and flood plain management
- Knowledge of ground-truthing techniques.
- Knowledge of the role and mandate of Conservation Authorities, including the Conservation Authorities Act and relevant regulations.
- Experience with project management methodologies and delivery.
- Experience with policy and guideline development and writing.
- Experience peer-reviewing and commenting on engineered models and studies.

c) Skills

- Effective leadership which includes strong strategic thinking and successful execution with technical and non-technical resources.
- Sound decision making and the ability to balance competing priorities, deal with ambiguities, and take risk mitigation into account.
- Experience in training staff on technical aspects of job.
- Strong research, analytic and problem-solving capabilities.
- Strong organizational skills.
- Strong report writing capabilities.
- Ability to work independently and within a team environment.
- Ability to communicate effectively with stakeholders and other agencies concerning technical information.
- Valid Ontario "G" Driver's Licence.

**Responsibilities:**

a) **Lead and Manage the Water Resources Engineering Department (15%)**

- Lead, supervise and motivate department staff, including the identification of the skills needed, skills improvement and succession planning for staff and own position.
- Propose department program(s), including their performance measures and targets, and track results.
- Create annual budget and operational plan.
- Attend Authority Board of Directors, local Municipalities and Counties Council meetings to advise and provide comments regarding various Information Services programs and/or issues.
- Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department.
- Help guide and direct strategic planning and initiatives as well as yearly operational plans related to Water Management and Engineering.

b) **Assist with Environmental Planning Department Technical Review (50%)**

- Responsible for coordinating flood hazard technical engineering support for the Environmental Planning & Regulations Department.
- Provide technical review of water, stormwater and natural hazard related reports developed by others for GSCA
- Provide support as primary point of contact between Environmental Planning & Regulations staff and external engineering consultants with regard to natural hazard and stormwater management inquiries. Responsible for providing technical advice for specific natural hazard inquiries.
- Prepare evidence and provide expert testimony for legal issues, Board hearings and other Court and/or Tribunal proceedings related to areas of responsibility.

c) **Assist Water Management Department (15%) – Duties subject to change**

- Assist with undertaking projects related to planning and maintenance of the Authority's Water and Erosion Control Structures, including developing maintenance schedules, tenders, contracts, proposals, terms of reference, consulting agreements, and overall project management.
- Assist with undertaking projects related to planning and maintenance of the streamflow forecasting and flood warning system, for the purposes of streamflow management (including flood control and low flow management).

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- Assist with undertaking projects involving maintenance, upgrading, and adaption of hydrologic models in support of the Authority's streamflow and flood forecasting system, and studies related to water control structures operation and maintenance.
  - Assist with undertaking projects related to the Authority's Low Water Response program
  - Assist with undertaking projects related to the development, operation, and maintenance of the Authority's hydrologic information systems, including the field gauging network, and associated databases and equipment, in support of streamflow forecasting and other Authority programs.
  - Assist with undertaking projects related to the development and maintenance of the Authority's water and erosion control structure operation and maintenance information systems including Dam Maintenance Projects Database, Dam Drawings Database, Operation and Maintenance records.
  - Fill in for the Water Resources Coordinator as necessary.
- d) Support the Authority with General Engineering Services (15%)
- Assist with undertaking projects involving maintenance, upgrading, and adaption of hydraulic and hydrologic models in support of the Authority's flood risk mapping, water control structure safety evaluation, flood damage assessments, and other applications within the Authority.
  - Responsible for analysing complex water resources information to undertake projects and to clearly report and document project findings.
  - Undertake and assist with designing field data collection programs in support of projects undertaken including collection of field data in support of hydraulic and hydrologic model projects.
  - Provide technical support to other functions within the Water Management Department and the Authority as a whole.
  - Assist with implementing technical policies, procedures, and guidelines which are integrated with other related Authority Programs and are consistent with the goals and objectives of the Authority's Strategic Plan.
  - Assist with undertaking projects related to climate change.
  - Hire and manage engineers or engineering firms, as needed, for technical work and reviews, in accordance with GSCA's procurement policies.



- Communicate directly with consultants, municipal staff, and others to fulfil requests for information related to hydraulic and hydrologic models, and flood risk mapping.
- Communicate with Authority staff, consultants, municipalities, the public, and other Conservation Authority staff, relating to projects undertaken.

e) Other Duties (5%)

- Offer general assistance to staff.
- Undergo training to keep up to date with changing technologies.
- Participate in technical steering committees & user groups.
- Support GSCA corporate endeavours.
- Research and prepare tenders, quotations, reports and RFPs for projects within the department responsibilities.
- Seek out and complete applications for grant funding, as required.
- Other duties as assigned appropriate to the responsibilities of the position.

**Working Conditions:**

- Works at Authority's Administration Centre
- Meetings with other agencies at other locations.
- Regular and frequent contact with the Board of Directors, municipal staff and councils, including attending meetings as required.
- Frequent site visits, including navigation through rough on-trail and off-trail terrain, during all seasons and in potentially adverse weather conditions.
- Some schedule adjustments are required to accommodate emergency flood situations, meeting with the public, interest groups, neighbours, etc. outside of core working hours.
- Infrequent out of watershed meetings.

**Contacts:**

All levels of government, municipal partners, volunteers, partners and stakeholders and general public, all staff and the Board of Directors