



Commissioner, Transportation & Infrastructure Services

Kingston, Ontario

Job Number: J1224-0216

Bargaining Unit: Non-Union

Job Type: Regular Full-Time

Hours of Work: 35 hours per week

Salary Range: \$173,812.91 to \$217,228.65

Closing Date: January 19, 2025 - midnight

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

Position Summary

Reporting to the Chief Administrative Officer, the Commissioner, Transportation & Infrastructure services is a dynamic results-oriented leader who provides strategic direction to a diverse portfolio of departments and services that includes: Engineering, Transportation & Transit, Public Works & Solid Waste, and Major Projects. The Commissioner is a visionary leader who provides strategic direction to operations and oversight of major construction and infrastructure projects typically valued at more than \$10 million, including planning, land development, strategic partnerships, public and stakeholder engagement, business and financial planning, procurements, detailed design, and construction.

The Commissioner is a community champion who is a strong corporate team player, an experienced leader and professional administrator with a passion to improve operational effectiveness and efficiency, deliver results, advance municipal services, and enhance the quality of life for citizens through the implementation and delivery of major projects.

As a member of the Corporate Management Team (CMT), this position is responsible to ensure major project delivery is integrated with corporate strategic planning, operational activities, and the interests and needs of multiple internal and external project stakeholders. The Commissioner is committed to ensure

that the City's mission, vision, and values, and Council priorities are incorporated into municipal activities and services.

Key Duties & Responsibilities

Leadership

Provide leadership and oversight to the functional areas of a diverse portfolio

Apply a collaborative and inclusive leadership style to foster an engaging and productive work environment with a strong focus on continuous improvement and accountability

Manage the performance of direct reports by inspiring, empowering, setting expectations, supporting development, and providing regular feedback

Delegate appropriate responsibility while retaining overall accountability for strategic deliverables

Effectively engage with diverse array of audiences, both internal and external, using highly developed communication and strategic influencing skills.

Strategic Planning

Collaborate with the Corporate Management Team on strategic vision and mission, corporate values, strategic goals and objectives, action plans, corporate policies, and procedures

Influence, facilitate and communicate unity of purpose and direction in support of changes required to achieve strategic objectives

Demonstrate sound analysis and creativity to use resources effectively, plan for changing economic issues and community needs, and ensure long range fiscal planning is in line with the Corporation's strategic direction

Align the various departmental plans, initiatives, measures, and targets to the corporate strategy and rigorously monitor progress toward achieving corporate priorities and goals with sustainable results

Operational Planning & Management

Act as the primary resource in the administration for Master Plans for strategic and major projects for the City of Kingston

Align the various departmental plans, initiatives, measures and targets within Transportation & Infrastructure to the corporate strategy and rigorously monitor progress toward achieving corporate priorities and goals with sustainable results

Develop and implement goals and objectives and communicate key linkages to stakeholders to advance strategic initiatives and capital projects

Identify opportunities and take action to cultivate networks and build strategic relationships with all key stakeholders in order to advance the priorities of the Corporation

Consistently demonstrate exceptional analytical, negotiation, and decision-making skills while strategically identifying potential challenges and opportunities.

Set priorities, establish milestones, and formulate and evaluate plans.

Meet tight deadlines and achieve results under pressure using superior project management and leadership skills.

Establish accountability framework and monitor results to ensure corporate performance objectives are being achieved

Change Management

Initiate and drive organizational and cultural changes as required and adapt to changing demands, technology, and internal initiatives

Drive new approaches to improve results by fostering a learning culture environment that transforms systems and services

Encourage innovation and apply change management methods to support organizational change initiatives

Qualifications, Competencies

University degree in Engineering, Business Administration, Public Administration, or related field

10 years of progressive senior management experience with responsibilities for strategic leadership of large groups of staff and a range of special projects, initiatives, and major capital projects

Extensive project management leadership experience, including budget management for large-scale infrastructure projects

Leadership experience in a unionized setting would be considered an asset

Demonstrated ability to lead diverse teams and manage complex projects

Skills, Abilities, Work Demands

Creative, dynamic, solutions-oriented leadership

Demonstrated understanding of single tier municipal services

Highly developed analytical, business planning, and project management skills with a proven track record for long-term visioning, planning, budgeting, and project implementation

Exceptional ability to manage complex projects and achieve desired results

Ability to manage financial, human and physical resources in a collaborative manner

Ability to effectively respond to emerging opportunities and risks

Demonstrated knowledge of applicable legislation, employment practices and standards, municipal government, and industry standards

Excellent communication, collaboration, and public relations skills

Demonstrated political acumen and the ability to build business relationships, resolve conflicts, negotiate, mediate, facilitate and deliver information to a wide variety of audiences

Ability to balance objectives with current organizational needs

Excellent organizational and time-management skills and the ability to prioritize work

Ability to define objectives, formulate strategies, set goals, monitor and measure to achieve results and objectives

Strong computer skills including using MS Office

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)