

MANAGER OF INFRASTRUCTURE & MUNICIPAL SERVICES

POSITION TITLE: Manager of Infrastructure & Municipal Services

REPORTS TO: Chief Administrative Officer

POSITION TYPE: Full-Time, Salaried Position

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Manager of Infrastructure & Municipal Services is responsible for the planning, coordination and administration of municipal infrastructure, capital projects, facilities, utilities, contracts, procurement, asset management and related municipal services. The position provides project-management and administrative capacity to deliver municipal initiatives in accordance with Council priorities, approved budgets, policies, funding requirements and applicable legislation and regulations.

The Manager takes ownership of assigned infrastructure and municipal service matters by identifying issues, researching options, coordinating technical expertise, developing scopes and cost estimates, managing projects and contracts, and providing clear recommendations to the CAO and Council.

The Manager is a member of the Municipality's management team and works closely with municipal staff, engineers, consultants, contractors, government agencies and community partners.

KEY RESPONSIBILITIES

1. Infrastructure & Capital Projects

- Plan and coordinate municipal infrastructure and capital projects from initial assessment through completion.
- Identify infrastructure deficiencies, risks and future requirements and recommend priorities, practical solutions and implementation strategies.
- Develop project scopes, preliminary budgets, schedules and procurement requirements.
- Coordinate engineers, consultants, surveyors, contractors, suppliers and government agencies, including project meetings and site inspections.
- Monitor project schedules, expenditures, deliverables, risks and deficiencies and recommend corrective action where required.
- Coordinate project close-out, documentation and regular updates or recommendations to the CAO and Council.
- Work collaboratively with the Public Works Supervisor where projects affect existing infrastructure, maintenance priorities or field operations.

2. Procurement & Contract Administration

- Coordinate procurement for assigned infrastructure and municipal services in accordance with municipal policies and applicable requirements.
- Prepare or coordinate quotations, tenders, Requests for Proposals, scopes of work and specifications.
- Coordinate bid evaluations and prepare recommendations for contract awards for consideration by the CAO and/or Council.

- Administer assigned contracts and monitor contractor performance, costs, timelines and deliverables.
- Maintain appropriate procurement and contract records and effective working relationships with contractors, suppliers and service providers.

3. Water, Wastewater & Municipal Facilities

- Provide administrative and infrastructure coordination for municipal water and wastewater systems in collaboration with certified operators, Operators-in-Charge, consultants and regulatory agencies.
- Coordinate repairs, upgrades and capital projects involving wells, reservoirs, treatment facilities, pumping stations, distribution and collection systems and related infrastructure.
- Assist with regulatory submissions, approvals and reporting in collaboration with appropriately certified personnel.
- Coordinate maintenance planning, major repairs, inspections and capital improvements for municipally owned buildings and facilities.
- Coordinate qualified contractors for structural, mechanical, plumbing, heating, electrical and other specialized work and maintain appropriate records.
- Identify future maintenance, repair, replacement and capital requirements for utilities and facilities.

4. Asset, Fleet & Capital Planning

- Coordinate and support the Municipality's asset management program, including asset inventories, condition information, lifecycle planning and replacement strategies.
- Develop and maintain multi-year infrastructure and capital plans based on condition, risk, service requirements and available funding.
- Maintain fleet and equipment inventory and lifecycle information in collaboration with the Public Works Supervisor.
- Develop specifications, obtain pricing and coordinate approved purchases of vehicles and major equipment.
- Coordinate asset information and planning with Finance, Public Works and other municipal departments.

5. Budget, Funding & Administration

- Assist with annual operating and capital budgets for assigned infrastructure, facilities, utilities and projects and monitor expenditures and budget pressures.
- Prepare project cost estimates and financial information and ensure expenditures remain within approved budgets and delegated authority.
- Identify infrastructure funding opportunities and coordinate applications, agreements, claims, progress reports and supporting documentation with the CAO and Finance.
- Coordinate permits, approvals and authorizations required for assigned projects and liaise with provincial and federal departments and agencies.
- Prepare Council Report Forms, briefing materials, project status reports and recommendations and attend Council or Committee meetings when requested.
- Maintain organized project, infrastructure, funding and administrative records and respond to assigned correspondence and inquiries.

6. Community Event & Administrative Support

- Coordinate and provide oversight for municipal community events and related initiatives, including planning, logistics, schedules, vendors, permits, budgets and municipal resources.
- Work with community groups, volunteers, suppliers, contractors and municipal departments to support the successful delivery of municipal events.
- Coordinate Public Works requirements for community events with the Public Works Supervisor.
- Supervise, support and provide work direction to the Project & Office Administrator, who is the Manager's sole direct report.
- Assign and coordinate administrative, project, procurement, communications and community event support provided by the Project & Office Administrator.
- Ensure event and project documentation, expenditures, approvals and follow-up are completed in accordance with municipal procedures and approved budgets.

7. Emergency & Organizational Support

- Participate in municipal emergency response and assist with coordinating contractors, consultants and external resources during infrastructure failures or emergencies.
- Support the CAO and Public Works Supervisor during significant weather events and infrastructure emergencies.
- Be available to respond to significant project, facility, utility or infrastructure issues outside regular working hours when necessary.
- Promote a safe, collaborative and service-oriented workplace and perform other related duties consistent with the position.

KNOWLEDGE, SKILLS & ABILITIES

- Strong project-management, planning, organizational and problem-solving skills, with the ability to manage multiple priorities and meet deadlines.
- Knowledge of municipal infrastructure, roads and drainage, water and wastewater infrastructure, facilities, fleet/equipment and construction practices.
- Knowledge of procurement, tendering, contract administration, budgeting, capital planning, asset management and infrastructure funding programs.
- Ability to research issues, interpret technical information, plans, specifications and reports, and develop practical options and recommendations.
- Ability to prepare and monitor budgets, cost estimates, project schedules and funding requirements.
- Strong written and verbal communication skills, including the ability to prepare clear reports and recommendations for senior administration and Council.
- Strong interpersonal skills and the ability to work effectively with municipal staff, residents, Council, contractors, consultants and government representatives.
- Sound judgment, accountability, tact and discretion, with the ability to work independently and collaboratively.
- Strong computer skills, including Microsoft Word, Excel and Outlook, and a commitment to workplace health and safety.

QUALIFICATIONS

- High school diploma or equivalent is required.
- Post-secondary education in civil engineering technology, construction management, project management, public works, municipal administration, business administration or a related field is considered an asset.
- An equivalent combination of education, training and relevant experience may be considered.
- A minimum of five (5) years of progressively responsible experience in municipal infrastructure, public works, construction, utilities, project management or a related field is preferred.
- Experience coordinating capital projects, contractors and consultants is strongly preferred.
- Experience with municipal procurement, tendering, budgeting, contract administration, water/wastewater infrastructure and government funding programs is considered an asset.
- Water and wastewater operator certification is considered an asset but is not required.
- Must possess a valid New Brunswick driver's licence in good standing.

HOURS & CONDITIONS OF WORK

- Full-time salaried management position; regular hours generally correspond with municipal administrative operations.
- Work is performed in both office and field environments throughout Fundy Albert.
- Flexibility is required for significant infrastructure issues, emergencies and project requirements outside regular working hours.
- Attendance at Council, Committee of the Whole and other evening meetings may occasionally be required.

COMPENSATION, BENEFITS, HOURS OF WORK:

- A competitive wage with annual performance reviews to recognize your contributions.
- Access to a robust benefits package, including health and dental coverage, and participation in a pension program.
- Opportunities for training, certifications, and skill development to support your personal and career growth.
- A collaborative workplace that values safety, teamwork, and inclusivity.

How to Apply

- Interested applicants are invited to submit a resume and cover letter to:
Village of Fundy Albert
Email: cao@fundyalbert.ca
Mail of drop-off: 61 Academy St., Hillsborough, NB E4H 2R4
- Please clearly indicate "Manager of Infrastructure and Municipal Services" in the subject line. Applications will be accepted until September 18, 2026, at 4:30 pm.
- The Village of Fundy Albert thanks all applicants for their interest; however, only those selected for an interview will be contacted.