



PUBLIC WORKS MANAGER
Permanent Full-Time (35 Hours per week)

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$111,909 - \$128,419

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, October 27, 2024.

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. It is key to the overall management of the Township's Public Works Division and ensuring effective provision of services.

The Public Works Manager is responsible for the management and appropriate performance of the Public Works division including construction, maintenance and operation of the municipal road system including Township roads and bridges and County roads and bridges in Loyalist Township (maintenance only), related public works equipment, facilities, street lighting, sidewalks and walkways, storm water facilities, solid waste collection, disposal and diversion, and corporate fleet.

The Manager is responsible for the preparation and administration of operating and capital budgets and provides input on the development and maintenance of the asset management program.

MINIMUM QUALIFICATIONS:

- Diploma in civil engineering technology or a related field.
- Certified Engineering Technologist (C.E.T.) designation or equivalent.
- Five years progressively responsible management experience in infrastructure operations, preferably in a unionized municipal environment.
- Must possess and maintain a valid driver's license, Class "G" with a reliable vehicle to use on corporate business.
- Certified Roads Supervisor designation would be an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check)
- Ability to respond after hours to emergencies in certain circumstances.

SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:

- Demonstrated leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.
- Thorough knowledge in municipal infrastructure operations and maintenance, associated materials and supplies, equipment operation and maintenance procedures, waste disposal, collection and landfill operations, road design and construction, and tender and contract administration.
- Effective problem-solving skills, strategic thinking and demonstrated experience shaping and implementing divisional and corporate vision, mission, and values, as well as corporate strategies.
- Experienced in municipal policy development.
- Strong analytical and research skills ensuring accuracy with large volume and diversity of work, planning skills, project/time/records management skills.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance.
- Experience and sound knowledge of budgeting and budget monitoring.
- Thorough knowledge of legislation processes and techniques related to road and bridge construction and maintenance, equipment operation and fleet maintenance, waste collection, disposal, and diversion, with emphasis on proactive health and safety practices.
- Ability to interpret and effectively apply legislation, policies, bylaws, best practices, standards, and guidelines.
- Excellent organizational, problem-solving, interpersonal, and leadership skills with a proven focus on communication skills.
- Highly self-motivated and able to work independently in a team environment with a demonstrated ability to establish effective working relationships.
- Ability to collaborate to develop effective working relationships, maintain confidentiality, strong mediation and conflict resolution skills, and ability to act with tact and diplomacy during difficult and politically sensitive situations.
- Ability to take initiative, multi-task, and complete work in a detail oriented and timely manner.
- Strong public relations skills with the ability to work tactfully with the public.

- Demonstrated intermediate to advanced computer skills including Microsoft Office and GIS applications.

DUTIES AND RESPONSIBILITIES:

- Responsible for the development and administration of strategies, goals and objectives related to the management of the Public Works division activities.
- Oversee the efficient and effective performance of the public works division, including coordination of daily division functions and activities, supervision of personnel and contracts.
- Manage personnel, contractors, suppliers and assets and operations of the Public Works division.
- Ensure that divisional activities are performed in accordance with Township policies and by-laws, Council directives, and federal and provincial regulations.
- Develop and manage operating and capital budgets and related reports for all areas of the Public Works division.
- Monitor and keep divisional expenditures within approved budgets and regularly report on potential problems, changing trends or major variances in this regard.
- In accordance with the Township's Procurement By-law, develop tenders, requests for proposals and quotations and other related documents as required for areas of responsibility and prepare estimates for proposed work.
- Support long-term infrastructure planning through appropriate asset management planning.
- Manage all divisional service agreements, as required.
- Attend meetings of Council, Township Committees and staff, and other internal Township meetings as required.
- Ensure regular inspection of divisional assets is completed on a timely basis and develop work plans to address deficiencies subject to available budget.
- Monitor and promote asset management functions within the division.
- Monitor the implementation of safety, security, maintenance, and management programs for assets, including public works facilities, corporate fleet, and equipment.
- Assign responsibilities and communicate objectives and guidelines to supervisory staff and monitor attainment of these objectives by various methods including regular reviews and meetings and by encouraging effective two-way communication.
- Conduct performance evaluations and provides mediation, negotiation, coaching and mentoring as necessary.
- Continual assessment and review of efficiency of operations and recommend appropriate changes where required.
- Participate in the review and formulation of policies, performance standards and procedures for the division.
- Review subdivision development activity, rural lot grading issues, site plan and other land use planning documents to determine progress and conformity with specifications, agreements, and applicable Township policy.

- Monitor the adequacy of the lot grading policies and storm water maintenance activities, respond to complaints and flooding events, and ensure all storm water systems are functioning properly.
- Review and make recommendations on business processes and technology requirements.
- Provide regular management liaison with County of Lennox and Addington, OPP, CRCA and MTO on matters of divisional interest.
- Review the long-term needs of the Division on a continual basis and make recommendations for improvements to the operations, or to meet new regulatory requirements or changes.
- Review initiatives from other Township departments and provide comments when requested.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the Ontario *Occupational Health and Safety Act*.

WORKING RELATIONSHIPS:

Internal: daily communication with Public Works staff, frequent communication with Director, and with other Township employees.

External: residents, contractors/vendors, County representatives, provincial ministries or agencies, and consultants.

WORKING CONDITIONS:

- Normal office environment working conditions apply when completing administrative tasks.
- Ability to respond after hours as needed to operational situations.
- Additional work outside of regular office hours for attendance at Council and public meetings, as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.