

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2025-01 MANAGER OF PUBLIC WORKS & PROJECTS

The Town of Hanover is recruiting a dynamic, service-oriented leader to join our team in the position of Manager of Public Works & Projects.

Position Summary

Reporting to the Director of Building & Infrastructure, the Manager of Public Works & Projects manages and provides leadership for public works functions and staff, infrastructure renewal projects, and ensures regulatory compliance for transportation services, sanitary and storm collection, water distribution, cemetery, fleet, and waste management. The role also supports the Director of Building & Infrastructure with business planning, budgeting, report writing and other departmental functions.

A comprehensive position description detailing the role, responsibilities and functions is enclosed.

Knowledge, Skills, Experience & Certifications

- Minimum five (5) years of experience in municipal public works and infrastructure or similar field
- Minimum five (5) years of progressive management experience
- Experience in financial management, project management, business planning, asset management, and contract management
- Post-secondary education in Civil Engineering or related discipline required
- Certified Engineering Technologist (CET) designation required
- Certified Road Superintendent (CRS) an asset
- Water Distribution, Wastewater Collection, Water Treatment and/or Wastewater Treatment certification an asset
- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works, environmental services, and infrastructure activities
- Sound knowledge of theories, principles and practices relating to the operation, maintenance and administration of departmental processes and related equipment (e.g., mechanical, electrical, communications systems, etc.).
- Knowledge and understanding of preventative maintenance programs, fleet management principles, and municipal infrastructure
- Excellent project management skills with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally

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- Computer proficiency, including MS Office and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Ability to effectively lead, coach, and motivate a multi-disciplinary team
- Valid Class G or higher driver's license required, with driver abstract and CVOR satisfactory to the Town
- Criminal Record, Judicial Matters and Vulnerable Sector Check satisfactory to the Town

Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$90,872.60 to \$105,669.20.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-01 by email, mail, or in person by 4:00pm on Monday, January 20, 2025 to:

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: January 2025

Position Title:	Manager of Public Works & Projects
Department:	Building & Infrastructure
Reports To:	Director of Building & Infrastructure
Supervises:	Directly: Public Works Foreperson Indirectly: Public Works Operators Cemetery Staff Landfill Staff Seasonal Public Works Staff
Position Status:	Full-time
Location:	Civic Centre, 341 10 th Street
Pay Method:	Salary based on established hourly rate
Normal Work Week:	35 hours per week
Management Status:	Management; supervisory
Remote Work Eligibility:	Occasional

Position Summary

The Manager of Public Works & Projects manages and provides leadership for public works functions and staff, infrastructure renewal projects, and ensures regulatory compliance for transportation services, sanitary and storm collection, water distribution, cemetery, fleet, and waste management. The role supports the Director of Building & Infrastructure with business planning, budgeting, report writing and other departmental functions.

Duties and Responsibilities

Operations

- a) Manages the day-to-day operations of departmental areas and contracted services, establishes work schedules, and determines priorities in collaboration with the Public Works Foreperson.
- b) Manages external operating contracts, capital projects, and fleet in compliance with municipal, provincial, and federal regulatory requirements.

- c) Participates in the development, implementation and maintenance of policies, objectives, short and long-range planning; assists in the development, implementation and improvement of departmental projects and programs.
- d) Develops, recommends, and maintains a fleet management system, policies, and documentation processes that optimize the efficient use, maintenance and life cycle of fleet assets; liaises with third party fleet providers.
- e) Ensures regular routine inspections and preventive maintenance is completed for related infrastructure and equipment; ensures maintenance records are maintained in accordance with applicable legislation, and municipal policies and procedures.
- f) Responds to resident inquiries and investigates complaints to ensure documented follow-up, compliance with legislation and corporate policies, and a high level of customer satisfaction.
- g) Provides reports and technical advice to the Director of Building & Infrastructure and council, as required; conducts research, analysis and prepares a variety of reports, agreements, policies, and procedures, letters, public notices, etc. for various municipal topics; presents to council as required.
- h) Assists with the municipality's Asset Management Plan, monitors and updates annually, and makes recommendations to complete work in accordance with the plan.
- i) Ensures regular inspections of road maintenance activities are completed and ensures adherence to schedules, quality control and standards. Liaises with county representatives regarding maintenance and operational concerns of the county road system within municipal boundaries.
- j) Promotes and raises awareness of the impact of emerging environmental issues, whether legislated or best practices, on corporate, ethical, and social responsibility
- k) Conducts regular departmental meetings and documents proceedings.
- l) Monitors legislation, prepares reports, coordinates appropriate action, and documents to ensure protection of the municipality's water system in collaboration with applicable staff.
- m) Liaises with government ministries, agencies, consultants, and contractors, members of the public, other municipal departments, and municipal staff, to coordinate activities as required.
- n) Liaison between administration and Public Works Foreperson related to cemetery operations.
- o) Ensures compliance with Minimum Maintenance Standards and the Winter Maintenance Policy.

- p) Manages the operation of the Hanover/Walkerton landfill site to ensure compliance with the Environmental Protection Act and the approved MECP Environmental Compliance Approval.
- q) Oversees curbside waste and third-party contracts for service delivery.
- r) Completes compliance reporting for Consolidated Linear Infrastructure (CLI) Environmental Compliance Approval for wastewater collection and stormwater management collection system.
- s) Evaluates, develops, recommends, and implements department policies, procedures and systems as they relate to public works and in accordance with strategic and operational plans of the municipality. Identifies and implements improvements as appropriate.
- t) Reviews, approves and monitors public and private infrastructure and construction activities and developments in adherence to the municipality's construction standards and agreements.
- u) Supports and/or assists with water and wastewater treatment department operations and initiatives.

Human Resources

- a) Provides overall leadership and supervision to department staff.
- b) Responsible for interviewing and hiring new employees, carrying out performance appraisals, reviewing and approving timesheets, directing the training and development of staff, providing coaching opportunities, managing staff performance, and carrying out corrective and/or disciplinary measures.
- c) Liaises with union representatives on employee relation activities.
- d) Ensures training and development opportunities are provided in accordance with legislation, municipal policies and procedures to ensure staff are certified and competent.

Spending, Budgets & Internal Control

- a) Participates in operating and capital budget processes by providing input, preparing projections, monitoring expenditures, maintaining costs with approved budgets, and identifying financial efficiencies for departmental areas.
- b) Prepares specifications and tender documents for materials, equipment and services according to established policies and procedures.
- c) Approves purchases of items or resources within approved spending authority, in adherence to the municipality's purchasing policy.
- d) Ensures records of municipal infrastructure are managed in accordance with the corporation's Asset Management Plan and records retention bylaw.

- e) Administers contracts for maintenance and capital projects; monitors and inspects progress of contractors engaged by the municipality for specific construction projects for all areas of compliance.
- f) Provides budget and operating reports to Hanover/Walkerton Waste Management Committee as well as liaison with contractors, staff and consultants to ensure compliance with environmental legislation and requirements.

Health & Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to managers, supervisors, and employees. Monitors, implements, enforces, and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Attends council and committee meetings as required.
- b) Is proactive in determining the source of problems, identifying possible causes and implementing solutions.
- c) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Post-secondary education in Civil Engineering or related discipline required
- Certified Engineering Technologist (CET) designation required
- Certified Road Superintendent (CRS) an asset
- Water Distribution, Wastewater Collection, Water Treatment and/or Wastewater Treatment certification an asset
- Valid Ontario 'G' Class Driver's license in good standing required

Experience:

- Minimum five (5) years of experience in municipal public works and infrastructure or similar field
- Minimum five (5) years of progressive management experience
- Experience in financial management, project management, business planning, asset management, and contract management

Knowledge, Skills and Competencies:

- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works, environmental services, and infrastructure activities
- Sound knowledge of theories, principles and practices relating to the operation, maintenance and administration of departmental processes and related equipment (e.g., mechanical, electrical, communications systems, etc.).

- Knowledge and understanding of preventative maintenance programs, fleet management principles, and municipal infrastructure
- Excellent project management skills with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally
- Computer proficiency, including MS Office and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Ability to effectively lead, coach, and motivate a multi-disciplinary team

Physical Demands and Working Conditions

- Work is typically performed in a standard office setting with occasional requirement to work outdoors and/or travel to other facilities and work sites.
- Occasionally exposed to inclement weather or hazardous working environment.
- Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.
- Work is subject to frequent demands and shifting priorities.
- May be required to work overtime and unusual hours to respond to emergency situations in a timely manner.
- Incumbent is required to attend evening meetings on a regular basis.

Contacts

Internal:	Director of Building and Infrastructure (daily) Public Works Foreperson (daily) CAO (weekly) Director of Corporate Services/ Treasurer (weekly) Water/Wastewater Chief Operator (weekly) Municipal staff (daily)
External:	General Public (daily) Suppliers and contractors (daily) Government agencies (weekly)
Public Relations:	Media

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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