



## Director of Operations

Competition # 2025-10

**Salary rate:** \$138,760 to \$156,175 based on a 35-hour workweek, Monday to Friday. Relocation and other assistance available.

**Your opportunity:** We are looking for a dedicated leader to join our team as the Director of Operations. Reporting to the Chief Administrative Officer, you will contribute to the strategic vision of the municipality through effective leadership and management of a team of talented individuals within the Roads and Fleet and Parks and Facilities Divisions.

You will contribute to the efficient and effective running of the Operations department through budget preparation and monitoring, Council report creation and presentation, staff leadership, and ensuring that operations comply with Minimum Maintenance Standards as included in the Highway Traffic Act, regulations in the Occupational Health and Safety Act, and Township policies and by-laws.

### **Duties include but are not limited to:**

- Provide leadership and direction to Operations department staff (3 direct reports and 13 indirect reports).
- Develop and implement annual departmental goals and objectives, in alignment with Council's direction.
- Provide overall leadership to direct reports by managing employee performance through coaching, mentoring, and providing feedback through informal and formal evaluation processes.
- Prepare and present reports for Council and Committee of the Whole.
- Prepare and monitor the capital and operating budget for the department.
- Collaborate with the Director of Financial Services/Treasurer and other staff with respect to the development and maintenance of the municipality's asset management plan.

### **Knowledge/experience:**

- University Degree in Civil Engineering or a related field, or equivalent education and experience.
- Five (5) years of related progressively responsible experience, preferably in the municipal sector.
- Sound knowledge of legislative standards, including familiarity with the Minimum Maintenance Standards as set out in the Highway Traffic Act, regulations under the Occupational Health and Safety Act, Township Policies and By-Laws, Basic Arena Refrigeration.
- Excellent oral and written communication skills with experience drafting policies and reports to Council.
- Demonstrated effective leadership skills. Excellent problem solving, customer service, interpersonal, and negotiation skills.
- Experience with Asset Management including creating, updating, managing, and making recommendations to Council.
- Strong computer skills with knowledge of work order systems.
- Experience managing a small drinking water system an asset.
- Experience developing and administering a Capital and Operating budget.

The Township of Georgian Bay offers a competitive benefits package and is a member of the OMERS pension plan. Our Flexible Work policy allows for a hybrid work schedule or compressed workweek option, as appropriate.

Interested individuals are asked to forward their resume and cover letter no later than **12:00 p.m. on January 31<sup>st</sup>, 2025**, to the Human Resources Department by **email** [jobs@gbtownship.ca](mailto:jobs@gbtownship.ca)

Feel free to reach out to Nigel Bellchamber, our search consultant for this position, with any questions regarding this opportunity at: [bellchamber@sympatico.ca](mailto:bellchamber@sympatico.ca) or 519-671-1189.

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.