

DIRECTOR OF PUBLIC WORKS (1 position)

Reporting to: Chief Administrative Officer

Department: Public Works

Classification: PERMANENT Full Time; Non-Union

Salary Range: \$133,145 to \$156,641

Hours of Work: 8:30 a.m. to 4:30 p.m. Monday to Friday

Starting Date: July 2025

Application Deadline: No later than **4:00 p.m on May 2, 2025**

Why City of Woodstock?

Known as the Friendly-City, Woodstock is located in the heart of Oxford County and blends big city conveniences with a small-town feel. With a growing population of over 45,000 welcoming citizens, Woodstock residents place high value on our small-town atmosphere, while enjoying urban amenities. The city is a great place to call home with amazing parks and trails, fantastic amenities as well as wonderful arts and cultural facilities. At the crossroads of highways 401 and 403, Woodstock has a thriving manufacturing sector and opportunities in agriculture, education and healthcare and convenient access to communities across Southwestern Ontario. Visitors can enjoy the city's many festivals and delight in the many local shops and restaurants in Downtown Woodstock.

When you work for the City, you get to be part of an incredible team of dedicated people with a range of skills and experiences to share. Our team works together to help build a strong, connected community where people have access to the services they need, while enjoying a relaxed lifestyle. Other great benefits to working at the City of Woodstock:

- Join a growing and dynamic organization offering rewarding careers,
- Competitive Wages,
- Defined Benefit Pension Plan (OMERS) where employee contributions are matched by the City,
- Training opportunities to support you in this role,
- And a great working environment for individuals committed to making a difference, just to name a few.

Duties and Responsibilities:

As Director of Public Works, you will provide visionary leadership and operational oversight for five core service areas that are essential to maintaining the safety, efficiency, and livability of the City of

Woodstock. You will be responsible for shaping the strategic direction of the department while ensuring that day-to-day operations run smoothly, effectively, and in alignment with corporate goals.

You will lead and manage the following divisions:

Public Works - Oversee all aspects of infrastructure maintenance and operations, including road repairs and resurfacing, winter control operations (plowing, salting, sanding), traffic signal and signage systems, sanitary and storm sewer systems, and overall yard operations. You'll ensure the safe and reliable functioning of essential services that support daily life and public safety.

Water Distribution - Ensure the ongoing maintenance and reliability of the City's water distribution system, including water mains, hydrants, valves, and service connections. This includes maintaining compliance with all regulatory requirements and supporting the City's commitment to clean, safe drinking water.

Waste Management - Direct the operations of the City's Enviro-depot and curbside collection programs, ensuring effective solid waste management, recycling, and environmental stewardship. You will promote continuous improvement in service delivery and environmental compliance.

Fleet Services - Provide leadership for the acquisition, maintenance, and lifecycle management of the City's fleet of vehicles and equipment. You will be responsible for ensuring fleet readiness, cost-effectiveness, and compliance with safety and environmental standards.

Parking Services - Oversee the maintenance and operation of public parking assets including surface lots and on-street parking infrastructure. Ensure parking services support accessibility, traffic flow, and the economic vibrancy of the community.

As Director, you will also:

Align departmental goals with corporate strategic priorities - Translate the City's strategic vision into departmental objectives, programs, and performance measures. You will ensure departmental plans and operations contribute to broader organizational goals and community outcomes.

Lead a high-performing, collaborative team - Manage and mentor a team of supervisors and technical staff, fostering a culture of respect, accountability, teamwork, and continuous improvement. You will promote professional development, succession planning, and positive employee relations.

Ensure compliance and operational excellence - Maintain a strong focus on regulatory compliance across all service areas, including the Occupational Health and Safety Act, Minimum Maintenance Standards, the Highway Traffic Act, environmental legislation, and municipal policies. You'll implement systems and practices that support safe, efficient, and transparent operations.

Advise Council and represent the Department - Serve as a key advisor to City Council, the CAO, and committees on matters related to infrastructure, operations, policy, and strategic planning. You will prepare reports, deliver presentations, and provide expert recommendations to guide Council decisions.

Manage budgets, capital planning, and procurement - Prepare, manage, and monitor annual operating and capital budgets. You will lead asset management planning, oversee procurement processes, and ensure cost-effective service delivery while maintaining infrastructure to high standards.

Lead emergency and contingency response efforts - Play a critical leadership role during weather events, infrastructure failures, or city-wide emergencies. You will ensure that appropriate response plans are in place, staff are prepared, and the public is kept informed.

Qualifications:

- A Certified Engineering Technologist (C.E.T.) or equivalent civil engineering diploma, preference will be given to candidates who are licensed Professional Engineer (P.Eng.) in Ontario
- 7-10 years of progressive leadership experience in Public Works operations and maintenance
- Proven knowledge of roads, water, sewer, and waste management services
- Valid Water Distribution Level 2 and Wastewater Collection Level 1 Licenses
- Exceptional leadership, communication, and interpersonal skills
- Strong financial, analytical, and decision-making capabilities
- Valid Ontario Class G driver's licence with a clean driver's abstract

Working Conditions:

The Director of Public Works operates primarily in a professional office environment with frequent visits to operational sites including the Public Works Yard, roadways, construction zones, water distribution systems, and other municipal infrastructure locations. This role requires occasional exposure to outdoor elements, varying weather conditions, and potentially hazardous work environments, particularly during site inspections or emergency response situations. The Director is expected to work standard business hours, with additional hours as needed to attend Council or Committee meetings, respond to urgent issues, or provide leadership during emergencies. The position requires a high degree of mental concentration, decision-making under pressure, and the ability to manage multiple priorities and stakeholder expectations in a fast-paced, dynamic setting.

The City of Woodstock is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. We embrace equity, diversity, justice, inclusion and belonging and we're committed to building a team that represents many backgrounds, perspectives and skills, representative of the communities we serve. The more inclusive we are, the better our work and workplace will be. We are committed to creating a workplace where people experience meaningful work, a sense of hope and optimism, an environment of trust, and inspired results. If this sounds like an environment in which you would like to work, apply here today! We strongly encourage applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Please note: Immediate family member, as per City of Woodstock Nepotism Policy, HR-015, shall not be employed in the City of Woodstock in any capacity under the following circumstances, but not limited to wherein the family member is in a supervisory or management capacity or responsible for the work of the individual or the department. A conflict of interest must be declared to the Director of Human

Resources as outlined in the City of Woodstock Nepotism Policy, HR-015 as soon as it has been identified.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Woodstock will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation by contacting hr@cityofwoodstock.ca. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Satisfactory passing of a criminal record check, employment and proof of qualifications, will be required of any successful candidate(s) for this position

We invite all qualified applicants to submit their resume and cover letter via online at <http://careers.cityofwoodstock.ca>.

We thank all candidates who apply but advise that only those selected for an interview will be contacted.