



VILLAGE OF POINT EDWARD MANAGER OF OPERATIONS

The Village of Point Edward is located at the meeting point of the St. Clair River and Lake Huron and is adjacent to the City of Sarnia and covers approximately 3.3 square kilometers in Southwestern Ontario. The Village has a population of 1,930 engaged, active and progressively independent residents (2021 census) and is home to the Bluewater Bridges which provide an international crossing for trucks and cars to and from the United States of America.

The Village is seeking applications for a motivated and skilled professional to join our management team as **Manager of Operations**. The successful candidate will manage and oversee the Operations Department, which includes Point Edward's many popular parks, busy arena and public works.

The Manager of Operations will provide technical expertise plus management and practical knowledge in the decision-making process of the department and is responsible for administering and directing capital spending, budgeting, project management, staff resources, time management, operational efficiency, health & safety training and compliance plus the ongoing cost effective and timely maintenance of municipal infrastructure including our Point Edward Memorial Arena, public roads, trails, sidewalks, boulevards, parks, department specific equipment and vehicles.

This role will also assume responsibility for the Village wide asset management program and will work very closely with direct reports, the Treasurer, CAO, colleagues and other Village departments to accurately create the asset management data base and ensure timely and accurate updates as required.

Knowledge of current legislation and policies and procedures for public works, arenas and parks are desired characteristics. The candidate must ensure compliance with current and relevant regulations, programs and policies including, but not limited to, Provincial Maintenance Standards, the Highway Traffic Act, Municipal Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Commercial Vehicle Operators Regulations, Technical Standards and Safety Authority, and the Environmental Protection Act. The successful candidate must be familiar with the process of contract administration, tendering and budgeting. The Manager of Operations must be committed to performance management through their own professional development and that of their team.

The ideal candidate will possess the following skills:

- Strong communicator with excellent interpersonal, organizational, leadership, analytical and customer service skills;
- Ability to represent the Village of Point Edward in a professional manner and the capability to communicate effectively with staff, peers, members of Council, suppliers, contractors and the public while expressing ideas and solutions clearly and effectively both verbally and in writing;
- Proven management proficiency and experience leading teams in a unionized environment;
- Qualified to conduct training, distribute work efficiently, complete Performance Management tasks, and provide instruction, feedback and motivation while ensuring adherence to all current health and safety protocols;
- Excellent writing skills for reports, memos, e-mails plus development of policies and procedures;
- Proficiency in the use of computers including knowledge of Microsoft Office and role specific software applications including Asset Management is required;
- Minimum class G driver's license with excellent driving record

The following qualifications are considered an asset:

- Post secondary education in Public or Business Administration, Applied Sciences or Engineering, or related work experience;
- 5 years' experience or more in a municipal senior supervisory position or comparable experience;
- Certified Roads Supervisor (CRS) designation;
- Refrigeration Certificate or relevant experience related to recreational ice refrigeration;
- Working knowledge of Geographic Information Systems (GIS) mapping for municipal departments and services and Municipal Work & Asset Management Platform (MESH);
- Class DZ driver's license or willingness to obtain same;
- Knowledge of or familiarity with our unique and "Progressively Independent" Village

The salary range is \$88,888.66 - \$113,333.05 per annum plus a comprehensive and generous benefits package. After hours work may be required to attend emergency calls, weather related issues or meetings.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on March 8, 2024 to:

Jim Burns, Chief Administrative Officer/Clerk
Village of Point Edward
135 Kendall Street, Point Edward, ON N7V 4G6
Fax: 519-337-5963
E-mail: jburns@villageofpointedward.com

The Village of Point Edward is an equal opportunity employer and we are committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. This information can be provided to you in a different format, should you require it.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, Chapter M.56, as amended. The treatment, storage and handling of personal information is guided by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Clerk of the Village of Point Edward, 135 Kendall Street, Point Edward, ON, N7V 4G6. Phone number 519-337- 3021.