



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Invites applications for the following vacancy:

Public Works Manager

Salary \$105,075 - \$116,737

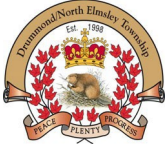
The Township of Drummond/North Elmsley is seeking a highly motivated and skilled individual to join our Senior Management Team as the Manager of Public Works/Environmental Services Department. In this role, you will take charge of strategic leadership, administrative management, landfill and waste management and the overall operations of the Public Works Department.

For a complete job description, please visit the Township's Website at:
<https://www.dnetownship.ca/township-services/employment>

Please reply in confidence with a detailed resume and cover letter by April 25, 2024 at 4:00 p.m.

**Janie Laidlaw, Deputy Clerk
Township of Drummond/North Elmsley
310 Port Elmsley Road
Perth, Ontario K7H 3C7**

**(613) 267-6500; Fax (613) 267-2083
jlaidlaw@dnetownship.ca**



The Corporation of the Township of Drummond/North Elmsley

JOB DESCRIPTION

POSITION TITLE: **MANAGER OF PUBLIC WORKS**

POSITION PURPOSE:

Reporting to the Municipal Council through the CAO, the Manager of Public Works shall provide leadership, direction to and coordination of the Public Works/Environmental Services Department. Develop, implement and administer the objectives, policies and programs of the Township within relevant legislation, organizational policies and the annual budget.

REPORTING RELATIONSHIP:

The Manager of Public Works is directly accountable to the Chief Administrative Officer.

POSITION RESPONSIBILITIES:

The major responsibilities of the Manager of Public Works include, but are not limited to:

Operational

- Manage all public works aspects for the Township.
- Manage the Environmental Services Department.
- Prepare and maintain departmental budget.
- Ensure the Township meets all its legislative requirements.
- Ensure maintenance and adherence to all insurance requirements.
- Effective communication orally and in writing to staff, independent contractors, regulators, and the public.
- Responsible for facility maintenance.

Supervision

- Provide individual supervision and ongoing consultation to supervisors that will primarily focus on the implementation of the service model, development of best practices and address issues of quality assurance.
- Provide professional guidance to supervisors in the resolution of difficult, contentious, or highly sensitive service concerns and/or issues.
- Provide work direction to staff when required.
- Direct Supervision of all aspects of public works and environmental services, including Township's infrastructure.
- Liaise with the appointed Drainage Superintendent for the management of municipal drains.

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Service Delivery

- Ensure that services are operating within approved administrative guidelines, procedures and professional standards and that the services are coordinated throughout the organization.
- Ensure accurate content and maintenance of the records, reports, and employee files.
- Make recommendations to the Council with respect to expenditures of funds and resources necessary for the provision of the Township's services.
- Attend all Committee of the Whole (and Council meetings as required) meetings to present a summary of all issues related to Public Works aspects of the Township and provide a written report of same.
- Inform the Council of local, provincial, and federal government policies and initiatives that affect the organization.
- Act as a technical resource to Council and staff to ensure that quality information is supplied to both.
- Manage fleet of Township equipment.

KNOWLEDGE AND SKILL REQUIREMENTS:

The Manager of Public Works will possess the following:

- Ontario Secondary School Diploma
- Proven Managerial and Supervisory experience
- 5-10 years' experience in a Municipal Public Works Department.
- CET certification will be considered an asset
- Comprehensive knowledge of Asset Management
- Must be proficient in Microsoft Office and GIS
- Thorough knowledge of legislation and policies which affect local government, including familiarity with municipal law, finance and labour relations, and health and safety
- Excellent written and verbal communication
- Strong leadership ability combined with excellent interpersonal, oral and written communication skills and the ability to deal effectively with Council, staff and the public
- At least 3 years of progressively responsible senior management experience in Municipal Roads Operations. Knowledge of municipal law and legislation
- Comprehension of and familiarity with Municipal By-Laws, the Municipal Act, Ontario Provincial Standards, Highway Traffic Act, and other related By-Laws and regulations
- Specific knowledge in road maintenance, construction, and design, producing tender documents, budgeting, and policy development with broad based computer and information technology skills;
- Ability to prepare and work within the framework of an annual budget and a 5-year road plan
- Knowledge of equipment repairs and usage, as well as a class DZ driver's license as occasional equipment operations may be required in emergency situations
- Ability to coordinate and document patrol operations under the new Municipal Maintenance Standards regulations
- Other duties as directed by the CAO

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FINANCIAL PLANNING AND MANAGEMENT:

- Control budget lines in direct service programs by authorizing, monitoring and accounting for expenditures within the approved spending limits.

JUDGMENT REQUIREMENTS:

Judgment for the position as follows:

- Demonstrated sound judgement to determine if the decisions regarding the administration and management of the Township infrastructure is consistent with best practice, Ministry standards and the Township’s philosophy, goals and objectives.

WORKING RELATIONSHIPS:

Internal:	Chief Administrative Officer	Township Council
	Township Employees	Appointed Drainage Superintendent
External:	Other Municipalities	Service Providers
	Rate Payers	Members of the Public
	Relevant Ministries Personnel.	

WORKING CONDITIONS:

The working conditions for the Manager of Public Works are:

- Strict adherence to agency confidentiality policies and procedures.
- Both inside and outside work in all seasons.
- Possible exposure to hazardous materials.
- Work involves regular meetings that take place after normal working hours.
- A salaried position based on an average of 40 hours per week.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

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