



Employment Opportunity

Road Operations Manager

Located in the heart of Haliburton County, Minden Hills includes the sub-communities of Lochlin, Gelert and Irondale as well as the Town of Minden. The area population is approximately 7,000 permanent residents which increases significantly in the summer months with the influx of cottagers, seasonal residents and visitors.

Considered the gateway to the Haliburton Highlands, Minden Hills bridges the area's natural beauty and urban life. We are home to multiple rivers, lakes and nature trails for those who love the outdoors. We are a popular destination for people looking to escape the city, wanting time to relax and enjoy the sights and sounds of nature as well as the many vibrant activities and events to ignite the passions of art, music and the environment.

Your Opportunity to Make a Difference

We are currently seeking a highly motivated and energetic individual to join our team as the Road Operations Manager. Reporting to the Director of Public Works, the Road Operations Manager leads the day-to-day operations of the Roads Department. Key areas of responsibility include road and bridge maintenance, fleet management and winter control operations for app. The Road Operations Manager plans, co-ordinates, and monitors daily operations, and ensures supervisory and safety responsibilities are met. The Road Operations Manager responds to public inquiries on a regular basis and is required to be on-call and work unusual/extended hours as required.

Minimum Qualifications:

- Certified Engineering Technician/Technologist (C. Tech./CET) from OACETT or Certified Road Supervisor (CRS-I, CRS-S) from AORS.
- Minimum of five (5) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of unionized staff and the administration of employment policies.
- Valid "DZ" Driver's Licence for the Province of Ontario.
- Excellent knowledge of road infrastructure and maintenance activities.
- Demonstrated knowledge of Digital Road Patrol software and AVL systems.
- Excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act.
- Demonstrated knowledge of CVOR record keeping and renewals.
- Excellent knowledge of roads department processes, procedures, policies, directives and guidelines.

- Thorough knowledge of equipment, vehicles and materials used in roads programs and services.
- Demonstrated management, organizational and leadership ability.
- Excellent supervisory skills and competence in the interpretation and application of employment policies, regulations, acts, guidelines and a Collective Agreement (CUPE).
- Proficiency and experience with Microsoft Office Suites and databases.
- Flexible, adaptive and responsive to change.

Preferred Qualifications:

- Post-secondary education in Civil Engineering or a related field.
- Certification in; Chainsaw, CPR/First Aid and/or Working at Heights, or a willingness to complete.
- Knowledge of other Public Works operations.
- Experience with capital project planning and capital project management is an asset.

This position involves a 50/50 mix of office and field work that require physical demands outside of normal office working conditions. Travel is required and work can be performed outdoors.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

For a complete list of requirements and accountabilities for this position, please contact the Human Resources Coordinator at hr@mindenhills.ca.

Salary range is \$83,928.00 to \$98,571.20, currently under review, and will commensurate with experience and skills.

How to Apply:

To explore this opportunity, please apply via email by **12:00 noon, July 4, 2025** to hr@mindenhills.ca, Attention: Human Resources Coordinator.

The Township may begin the process of reviewing and selecting applicants for an interview at any time during this recruitment period.

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact the Clerks Department. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.