

General Manager of Public Works – Management Position

Permanent, Full-time

Salaried Position with Occasional On-Call Duties

Department:

Public Works

Annual Salary:

as per established senior management salary band

Reporting to the Chief Administrative Officer, the General Manager of Public Works is responsible for the planning, development and general/financial management of services and programs for the Town's roads, water, wastewater, engineering and transportation portfolios. The position is responsible for infrastructure needs assessment and long-range planning, oversight of materials and equipment acquisition, project coordination, service level definition, the preparation and presentation of budgets, monitoring and approval of expenditures, writing and implementation of departmental policies, administration and implementation of health and safety policies, and for the recruitment, retention and development of staff.

Requirements of a successful candidate:

Strategic thinker with strong organizational, analytical and management skills with related experience at a senior management level with significant work experience preferably in a municipal or public sector environment.

1. Valid Class "G" driver's license and ability and willingness to travel within and outside the community as required.
2. Diploma or degree in Engineering or related field along with five (5) years of experience in construction or infrastructure maintenance and management experience.
3. Knowledge of applicable legislation such as TSSA Liquid Fuels Handling Code, MEA Municipal Class EA guidelines, Ontario Structural Inspection Manual, OPSS Standards & Specifications, Ontario Highway Traffic Act, MTO Technical Publications and Highway Design, MOE regulations, Ontario Clean Water Act are all good assets.
4. Thorough knowledge and understanding of the roles and responsibilities of municipal governance and the context in which the municipality operates.
5. Demonstrates sound political sensitivity and judgement.
6. Thorough knowledge of road maintenance, construction and design, equipment operation and maintenance, contract administration, Occupational Health & Safety Act, WHMIS, relevant legislation/guidelines/policies and procedures, labour relations and the local needs of the community.
7. Excellent communication, organizational skills, project-management, problem solving, interpersonal, leadership and supervisory skills.
8. A Class 1 Drinking Water Distribution operator certification is an asset.
9. A Class 1 Sewage Collection Operators License is an asset.
10. Ability to cost-effectively deliver Public Works services in accordance with established timeframes, and to interact effectively and courteously with the public.
11. Must be physically capable of completing the job requirements of the position.
12. Working knowledge of computers and Microsoft Office software applications.
13. Provide a Criminal Record Check and Judicial Matters Check with results satisfactory to the employer.
14. Ability to communicate in both official languages (French and English).
15. IMS (Incident Management Systems) training is an asset.
16. Related municipal experience with exposure to construction, supervision and administration is an asset.

If this describes your next career progression, please send your resume, including cover letter to:

Administration Office - Town of Kapuskasing

88 Riverside Dr. P5N 1B3

Fax: 705-337-1741

general@kapuskasing.ca - www.kapusksing.ca/JobPostings

Competition closes at 3:00 pm on Friday, March 15, 2024

We thank all applicants for their interest, however, only those selected for interviews will be contacted.