

Internal/External Opportunity
Director of Public Works and Infrastructure
Salary: \$113,165 – \$140,999
Salary Review Underway

As a member of the Senior Management Team, the Director is responsible to provide leadership, support the Township's strategic priorities and direct the operations and activities of Infrastructure Services in an environment that promotes collaboration, continuous improvement, strategic long-term planning and a focus on service delivery.

Major Responsibilities:

1. Direct and Implement Strategic and Business Plans and Policies
2. Develop, implement, monitor, and assess plans and policies related to service delivery.
3. Focus on strategic management of public works and corporate infrastructure (i.e. roads, structures, stormwater management system, sidewalks, streetlights, traffic control, parking lots, buildings, etc.).
4. Actively communicate with employees on an ongoing basis to support a collaborative, empowered and solution-oriented workforce.
5. Identify, secure and organize resources required to implement approved plans.
6. Monitor and benchmark performance and competitiveness in achieving strategic and business objectives.
7. Create a culture of continuous improvement related to current processes and service delivery, make appropriate strategic decisions, enable changes where warranted, and investigate opportunities to improve customer service.
8. Undertake strategic planning, projects and work tasks requiring higher-order technical or tactical expertise.

Liaise with Council, Senior Management and Stakeholders

1. Update the CAO and Council on an on-going basis regarding activities, initiatives, and issues of the Department.
2. Collaborate, as a key member of the Senior Management Team, with other leaders in the organization to assist with corporate strategic issues.
3. Monitor and advise Council and Senior Management of changes to legislation and other best practices applicable to the Department.
4. Prepare and oversee the preparation of the Department's Committee reports, by-laws, policies, and correspondence, and make presentations to Council.

5. Foster good working relationships and respond to queries from elected officials, senior management, key partners, and stakeholders.
6. Act as spokesperson for the Department and Township as required.
7. Exercise delegated authorities and statutory responsibilities.

Guide and Coach Staff

1. Create a culture of collaboration, communication and customer service in leading and developing staff within the department.
2. Meet regularly with managers to develop the next generation of leaders and keep them apprised of daily operations, assist with personnel matters, help problem solve technical issues, and provide support on initiatives.
3. Foster a continuous-learning environment for staff by leading in the development of training and programs.
4. Keep current on technical and professional practice and share information with staff.

Prepare, Implement and Monitor Budgets

1. Lead the preparation of the Department's operating and capital budgets and forecasts balancing the appropriate asset management principles and available funding.
2. Search out and recommend alternative funding sources for programs and projects.
3. Monitor activities to ensure financial expenditures are within budgets available and report significant variances to the Treasurer, Committees and Council.
4. Ensure that all infrastructure and facilities are maintained to the highest standard possible given fiscal considerations and provide reports to the CAO, Council and/or appropriate Committee on required maintenance and/or improvements staying within budgetary constraints.
5. Authorize payment of invoices, payment certificates and refunds.
6. Guide the development of tender documents and recommend award of contracts for all areas of responsibility.

Qualifications:

1. Professional Engineer or Three-Year Diploma in Civil Engineering Technology or a Bachelor's Degree in Civil Engineering, with relevant certification (CET or P.Eng.).
2. Ten years progressively responsible experience in public works and/or parks, with five years at a supervisory level.
3. Public administration experience including management of human resources, financial resources, public works infrastructure and parks facilities.
4. Valid Class "G" Driver's License and access to a reliable vehicle.

***Full job description available upon request.** The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position. The successful applicant will be required to provide a Police Criminal Reference Check and a driver's abstract.

Please submit a detailed application outlining current experience, background and education to Human Resources Department, no later than 4:30 p.m. on **Wednesday, June 26, 2024**. Replies should be addressed to Robyn Hulowski, Manager of Human Resources at resumes@scugog.ca.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Human Resources if required.