



## Township Of Elizabethtown-Kitley Job Description

**TITLE:** Public Works Manager  
**REPORTS TO:** Administrator (CAO)  
(Directly)  
**REPORTS TO:** Council, Director of Finance/Deputy Administrator  
(Indirectly)  
**WAGE:** \$107,615 - \$121,111 (2025 Rates)

### **POSITION OBJECTIVE AND SCOPE**

Oversee the management, performance, and service delivery of the Public Works Department, encompassing capital projects, operations, and maintenance related to corporate infrastructure, including roads, bridges, sidewalks, waste collection and disposal, parks, recreation facilities, drainage systems, and water distribution lines. Responsible for fleet and asset management, as well as the development and implementation of departmental policies and procedures. Provides strategic leadership and operational oversight to ensure efficient and effective service delivery. Offers technical advice and guidance to the Administrator and Council on all matters concerning public works and infrastructure. Acts as the primary point of contact for public works inquiries and complaints from staff, elected officials, and the public, ensuring responsive and transparent communication.

### **KEY RESPONSIBILITIES AND DUTIES**

#### **Capital & Operational Service Delivery**

- Responsible for the development and administration of strategies, goals and objectives related to the management of municipal assets and infrastructure, in consultation with Council and other departments.
- Oversee the efficient and effective performance of the Public Works Department, including coordination of daily departmental functions and activities, supervision of personnel and contracts.
- Coordinate the inspection and assessment of roadways, all municipal properties, road allowances and easements to ensure appropriate maintenance and safety standards are in place and followed.
- Monitor compliance with all Certificate of Approvals/Licenses/Permits for all Township infrastructure.
- Ensure compliance with health and safety, and environmental legislation, and adherence to annual plans and reporting as well as providing background and input to Risk Management Plans.
- Work with the Finance Department on the Township's Asset Management Program; perform condition assessments and update asset information including service levels for municipal assets; provide related reporting as required.
- Tender, track and monitor multi- year service Contracts, to ensure administrative requirements are fulfilled.

- Oversee the acquisition and management of the corporate fleet.
- Oversee the implementation of safety, security, maintenance, and management programs for Public Works assets, including facilities, fleet and equipment.
- Responsible for the development and implementation of waste management programs, ensuring compliance with all legislative compliance requirements.
- Review all development agreements, including subdivision, site plan, zoning, drainage, and collaborate with proponents to ensure quality control and compliance.
- Oversee the Parks & Recreation portfolio, with the support of the Recreation Coordinator.

## **Human Resources**

- Provide leadership to the Public Works department (8-12 employees on average) ensuring adherence with Township policies and operating procedures.
- Oversee the recruitment, training and development of public works staff, including ensuring completion of annual performance appraisals.
- Maintain a positive workplace environment by communicating and supporting staff in performing their duties; and effectively addressing workplace challenges as they emerge with a focus on developing a high-performance team.
- Foster an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's strategic commitment to deliver exceptional services to our community.
- Ensure that the Public Works employees adhere to the *Occupational Health and Safety Act* and Township's Health and Safety policies and procedures.

## **Financial Resources**

- Plan, develop, recommend, and implement the Public Works, capital and operating budgets including oversight of asset management, administration and monitoring of related expenditures.
- An ability to present public works budget and new public works maintenance techniques and technologies to Council.
- Identifies capital and operating funding and grant opportunities.
- Responsible for the development, administration, and supervision of all tenders and contracts, as approved under the annual budget.

## **JOB REQUIREMENTS**

### **Qualifications**

- Diploma in engineering (CET designation would be an asset) or related discipline, or an equivalent combination of experience and training
- Highly proficient in Microsoft Office, Excel, Word and digital communication tools.
- Experience in GIS and PSD Citywide Maintenance Manager and FMW would be considered an asset.
- Familiarity with local road networks, construction, waste management, recreation and recycling programs an asset.
- Working knowledge of relevant legislation, regulations and minimum maintenance standards.
- Valid G driver's license required.

**Work Experience**

- Minimum of five years related experience, at least two of which are in the municipal sector, in a supervisory capacity or completed supervisory/management courses.
- Working knowledge in municipal infrastructure operations and maintenance, associated materials and supplies, equipment operation and maintenance procedures, waste disposal, collection and landfill operations, road design and construction, surveying and inspection and tender and contract administration.
- Sound understanding of risk assessment and management, project management and asset management.
- In-depth knowledge of legislation, regulations, policies and guidelines.

**Knowledge, Skills and Abilities**

- Ability to demonstrate initiative consistently with a strong commitment to customer service, effective leadership and conflict resolution, while exercising discretion and good judgment. Possess high level of initiative and personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to effectively and efficiently prioritize tasks for self and team.
- Excellent administrative, communication, interpersonal, organizational, project management, supervisor/leadership, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct operations service delivery setting.
- Ability to professionally and respectfully manage stressful and antagonistic situations.
- Demonstrated proficiency in a wide range of computer programs, including GIS.

**Analytical and Problem-Solving Skills**

- Demonstrated complex problem-solving skills and attention to detail and accuracy.
- Ability to read and interpret documents such as legislative acts, equipment specifications, operating and maintenance instructions and procedure manuals.
- Ability to analyze complex situations and data to determine potential problems, provide both umbrella and detailed planning and corrective actions, recognize strengths and weaknesses in staff to mitigate potential problems and be proactive. Ability to provide detailed and comprehensive guidance and training in the use of approved practices and procedures.
- Judgement is exercised in preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
- Judgement is exercised in accordance with statutory requirements and interpretation of legislation.
- Working with staff to identify problems, developing solutions, and maintaining harmony and team spirit.
- Responding quickly and decisively to operational emergencies.

## **Communication Skills**

- Convey and exchange information with people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, including presentation.

## **WORKING CONDITIONS**

### **Environment**

- Office and outdoor environments.
- Physically capable of performing the required functions of the position and wearing the applicable personal protective equipment.
- Required to attend external sites to supervise operations, oversee projects for review purposes, assessments, and complaint investigations.
- Attend Committee and Council meetings to provide advice, guidance, and recommendations with implementation of resulting actions.

### **Work Schedule**

- Required to work 40 hours per week, plus overtime as deemed necessary.
- Required to attend evening meetings, when necessary.
- Travel may be required to attend meetings or professional development opportunities

*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 the work requirements that may be inherent in this position.*

## **HOW TO APPLY**

### **Apply via Email**

**Deadline:** Friday, May 2<sup>nd</sup>, 2025, at 4:00 pm.

**Attention:** Rob Nolan, Chief Administrative Officer at [rnolan@ektwp.ca](mailto:rnolan@ektwp.ca).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*