



## Town of Tillsonburg – Employment Opportunity

### Director of Operations and Development

The **Town of Tillsonburg** is a progressive municipality on the leading edge of technology nestled in the heart of beautiful Southern Ontario. The Town is seeking a dynamic and accountable leader with a focus on proactive service delivery and commitment to teamwork.

Reporting to the Chief Administrative Officer, the **Director of Operations and Development** is a member of the Senior Leadership Team and is responsible for the planning, development, general/financial management and leadership of the Operations and Development Services department – comprised of Engineering, Public Works, Development, Buildings/By-Law, Water/Wastewater and the Tillsonburg Regional Airport. The Director is expected to exercise considerable independent judgment and initiative in financial, operational, and staff management policies and planning. This position supplies policy advice and assists the Council and the Senior Leadership Team to establish the strategic direction for the Town, providing leadership for department managers and supervisors, to deliver consistent and high-quality customer service, community engagement and resource management.

The ideal candidate shall possess a post-secondary degree in Civil Engineering or related discipline and be licensed as a Professional Engineer, registered with the Professional Engineers of Ontario (PEO). A minimum of five years of senior management experience is required; municipal experience is preferred.

This position offers a comprehensive benefit package including Health, Dental, Life, AD&D and OMERS pension plan. The salary for the position ranges from \$155,916.80 to \$182,395.20 and is based on a 40 hour work week.

Interested candidates are invited to submit their application in confidence online by visiting [careers.tillsonburg.ca](https://careers.tillsonburg.ca). Application deadline is November 29, 2024, at 4:30 p.m.

#### Responsibilities

- Management, coaching, development and performance management of staff, as well as team building.
- Providing direction, guidance and leadership to managers within the Operations and Development department.
- Maintain effective working relationships with employees in compliance of the personnel policies and legislation.
- Planning, organizing, scheduling and co-coordinating work of Town and other government staff, contractors, consultants and volunteers, etc.
- Prepare reports to CAO/Council and others regarding a wide variety of operational and capital issues.
- Participate in the development of corporate goals, policies, programs, new work methods and objectives consistent with Councils' mandates.
- Manages a staff of professional, technical and trades engaged in Operational and Development Services to fulfill the required functions.

- Manage and control both the operational and capital activities within budgetary guidelines.
- Prepare quarterly reports and presentations on the activity of the Operations and Development department for presentation to council.
- Development of an annual department and business plan for areas of responsibility, including measurement tools for same.
- Participate in the development and implementation of long-term plans.
- Inspect and review construction and Town operational and customer related issues in the field as required under a variety of adverse weather and terrain conditions.
- Correspond, communicate and meet with public regarding operational and all Town issues as required.
- Assist engineering in peer reviews, administration, inspections in development and subdivisions.
- Attend Council, committee and public information meetings.
- Oversee design, approval, tendering and contract for the construction of a variety of capital projects.
- Supervise all employees within the Operations and Development department, including Engineering Services, Building and By-law, Public Works, Water/Wastewater, Fleet and Airport.
- Ensure the training and implementation and compliance with the *Occupational Health and Safety Act* and regulations.
- Aware of safe work practices relating to job responsibilities and have basic understanding of the *Occupational Health & Safety Act* as it relates to the work environment.
- Perform other duties as assigned by Chief Administrative Officer.
- Adhere to all policies and procedures for the Town.

### **Qualifications**

- University Degree in Civil Engineering or related field.
- Licensed Professional Engineer registered with Professional Engineers Ontario (PEO).
- Basic Emergency Management Certification.
- Minimum of five year's senior management experience.
- Proven progressive record of municipal leadership.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Excellent communication skills for contact with the public, a variety of professionals, employees and government agencies.
- Good working knowledge of current municipal government legislation, issues and strategies.
- Ability to problem solve, motivate, coach, train and supervise staff.
- Ability to establish and maintain effective working relationships.
- Excellent team building skills.

### **About the recruitment process**

All new Town of Tillsonburg employees are required to provide a current police record check.

The Town will accommodate any individual needs you have throughout the recruitment process in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#). Please contact us if you require any accommodation.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

We thank all those who apply for positions, but only applicants invited for an interview will be contacted.