



MANAGER OF PUBLIC WORKS

Municipality of Whitestone

Located in the beautiful District of West Parry Sound, the Municipality of Whitestone is a geographically large, rural municipality with a year-round population of approximately 1100 and a significant seasonal population. Whitestone offers many beautiful lakes and recreational opportunities and is considered a *'Perfect Place to Live, Work and Play'*

Position Summary:

Reporting to the Chief Administrative Officer, the Manager of Public Works is responsible for the management of roads, facilities, small water systems, open spaces and landfill operations in a unionized environment. Key responsibilities include oversight of these services, associated staff and contracted services as well as the preparation and monitoring of an annual budget that reflects the long-term asset management plan.

Key Duties and Responsibilities:

- Directs, monitors and oversees the activities of the Public Works Department
- Plans, prioritizes and ensures the implementation of Public Works maintenance and construction programs
- Provides recommendations and advice to Council
- Evaluates and responds to operational challenges and opportunities for improvement
- Prepares tenders and contracts for various Public Works activities
- Develops departmental standards, policies and procedures as well as the Asset Management Plan
- Ensures the Municipality's compliance with all necessary Provincial policies and regulations
- Responds to inquiries and investigates complaints from the public and public agencies
- Prepares and Monitors Budgets

Education and Experience:

- Minimum 5 years of relevant experience
- Post -secondary education in a related discipline; a C.E.T. or CTech designation in good standing would be considered an asset

Required Skills/Knowledge:

- The ideal candidate will have experience in operations and Public Works related municipal matters including roads, facilities maintenance, open spaces, Landfill and water systems
- Knowledge of Asset Management Planning

- Strong project management skills and a solution based positive attitude
- Proven written and oral communication and report writing skills
- Proficient in Windows based software including Word, Excel and Outlook

For a more complete Job Description, please go to www.whitestone.ca employment opportunities

The Municipality of Whitestone is prepared to offer a competitive salary and benefit package commensurate with experience. Qualified candidates are invited to submit a resume in confidence by Friday, June 19, 2020 12:00 p.m. to:

Michelle Hendry, CAO/Clerk
Municipality of Whitestone
michelle.hendry@whitestone.ca