



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641

BONFIELD ON P0H 1E0 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Public Works Manager

The Township is seeking applications for the Public Works Manager position.

Bonfield, is a hidden gem in the heart of rural Canada, situated just 25 minutes east of North Bay. What sets Bonfield apart is its new and ambitious Council, dedicated to building a vibrant and inclusive community. Here, you'll find a close-knit, friendly atmosphere where neighbours become friends, and everyone's voice is heard. With picturesque landscapes, outdoor adventures, and a strong sense of community, Bonfield offers the perfect blend of rural tranquility and modern aspirations. Join us in Bonfield, where the future is bright, and the community spirit is stronger than ever!

Reporting to the Chief Administrative Officer-Clerk this position has overall responsibility for the efficient and effective administration and operation of the Township of Bonfield's Public Works Department including the successful delivery of day-to-day operations for road maintenance and construction, cemetery, facility and parks management, fleet maintenance and licensing, operations of the Landfill Site and Recycling Center. The attached job description outlines the major duties of the position, as well as the qualifications of the position.

This is a full-time position of 40 hours weekly. It is a non-union position and is required to attend evening meetings. Compensation range starting at \$75,000 annually, rate set contingent on experience.

Cover letters and resumes, including details on skills and qualifications for the position, are to be submitted in writing to the undersigned prior to 4:00 pm November 17, 2023.

Township of Bonfield
Nicky Kunkel, C.A.O.
365 Highway 531 BONFIELD ON P0H 1E0
Fax: 705-776-1154
Email: cao.clerk@bonfieldtownship.com

PUBLIC WORKS MANAGER

Major Duties and Responsibilities:

Administration

- Supervises and coordinates all aspects of Public Works Department operations to ensure the Township of Bonfield is provided with efficient and effective operations which meet legislated requirements.
- Preparation of the annual budget estimates for the Department and requisitions materials, supplies and equipment in accordance with municipal procurement policies and approved budget guidelines.
- Updates and oversees input of work orders and works with senior management team on the Asset Management Plan for the Township.
- Submits monthly activity reports to CAO and quarterly reports to Council on Department functions and budget to actuals.
- Prepares agendas, minutes, reports and attends monthly Public Works Committee meetings.
- Provide Council and Supervisor with advice on policy, procedure and technical matters on the management of the Department and prepare rules and regulations for the efficient operation of the Department to meet all requirements of provincial legislation and municipal policy.
- Observes the records retention and preservation policies and procedures of the Township and industry regulations.
- Manages and operates licensed aggregate pits for municipal purposes.
- Other duties as assigned by the CAO

Management

- Acts as Project Manager for all related capital projects (roads, culverts, bridges, parks, grounds); organize from start (tender preparation) to completion (final inspection) the delivery of change orders and capital items.
- Directs the day-to-day maintenance and repair of fleet and equipment, and recommends the replacement of same, as required.
- Responsible for ensuring that all Public Works Department personnel are properly trained in standard operating procedures and the proper use of departmental equipment as per current legislative standards.
- Ensures that all departmental operations are conducted safely and in accordance with the Occupational Health and Safety Act and with established procedures of the Department.
- Organizes and directs all department activities and consults with the CAO-Clerk to receive administrative policy direction, guidance and interpretation of Council policy.
- Assists with enforcement of municipal by-laws respecting Public Works Department
- Other duties as assigned by the CAO

Education/Experience/Skills:

Education:

- High School Diploma
- AORS Certified Road Supervisors Certification, or working towards



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Experience:

- Minimum five (5) years of progressive experience in a municipal public works environment
- Minimum of three (3) years of hands-on experience of road construction and rehabilitation protocols and practices

Skills:

- Excellent interpersonal and communication (oral and written) skills.
- Good leadership and management skills.
- Excellent time management, organizational and administrative skills with the ability to work independently and with a team
- Strong inner strength and composure to deal with difficult situations in a calm, respectful and persuasive manner.
- Possess cultural awareness and sensitivity.
- Must be consistent and fair; and maintain standards of conduct.
- Minimum of a valid Ontario Class "D" Driver's License with a "Z" endorsement.
- Thorough knowledge of provincial regulations, municipal By-laws, regulations, statutes, codes and standards.
- Demonstrated proficiency in computer skills, including Microsoft Office, internet
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization