



Excellence Connectivity Services Livability Growth

# Manager of Operations

## Internal / External Posting

*The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Manager of Operations position and look forward to discussing how the Township of Ramara can become your next career choice.*

### Core Responsibilities

- Assist with the Management and oversight of municipal Operations;
- Scheduling and evaluating annual maintenance and winter control;
- Recommending standards and levels-of-service;
- Developing policies and procedures;
- Developing, implementing, and monitoring operating plans;
- Trouble-shooting on complaints and problem areas related to operations;
- Administering external contracts; Assist with the development of the annual corporate projects, and the work of contractors to ensure contract terms are met, follow up with contractor(s) when deficiencies are noted and if required initiates corrective action (e.g. assignment of a penalty) and authorize payment.
- Provide supervision to direct reports in a manner that motivates guides and directs employees to the realization of departmental goals and objectives. Maintain a work environment that promotes staff participation, teamwork and positive employee relations;
- Assist with the preparation and submission of the department business plan, annual budget and long-term capital plan. Assist with implementation of departmental plans. Effectively monitors and controls all divisional expenditures and revenues;
- Provide input on departmental planning and strategic initiatives; lead and/or participate on project teams, as assigned;
- In collaboration with the Director of Infrastructure, responsible for the procurement of all capital and operating items for fleet and equipment replacement;
- Perform inspections on the Townships Municipal Drains, recommend maintenance of the drains, and provide oversight of drain maintenance as required.
- Review and comment on design drawings for external and internal municipal consents, road occupant permits and other road network permits.
- Prepare Staff Reports and other reports and documents regarding road operations as required.

### Qualifications / Skills

- Ability to prioritize workload and to work effectively and efficiently with minimum supervision.
- Mechanical, operational, and technical expertise in road-related activities including vehicles and equipment.
- Strong technical knowledge of roads, traffic operations, bridges, drainage, forestry, sidewalks, fleet operations and related functions.
- Project preparation and planning skills to identify and manage resources, funding and scheduling issues, collaboration skills to work with approval agencies and internal/external stakeholders.
- Strong ability to problem solve, determine cause and effect, and evaluate various courses of action to recommend and communicate strategies.
- Shall possess public relations, record keeping, problem-solving, report writing, project/time management, analytical, communication skills both oral and written, and shall exhibit excellent interpersonal skills.
- Familiar with federal and provincial regulations and requirements, including the Canadian Environmental Assessment Act, Construction Lien Act; Municipal Act, Drainage Act and Highway Traffic Act etc.
- Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government.

### Experiences

- Certified Engineering Technician (CET) or College Diploma in a related discipline.
- 5 years' experience in maintenance and construction of roads, operation and maintenance of equipment.
- 2 years of progressive Supervisory/managerial experience.
- Certified Drainage Superintendent would be considered an asset.
- Must possess and maintain a valid Class G Driver's Licence, Class DZ Driver's Licence would be considered an asset.

### Salary

\$101,574.59 - \$118,827.71 (2025 Salary) per year, plus a comprehensive benefits package.

### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Manager of Operations" addressed to Brittany Wilson, CHRP, Manager of Human Resources/ Health & Safety and submit to [hr@ramara.ca](mailto:hr@ramara.ca) by 4:30pm on January 31, 2025.

### Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies and Public Health Guidelines.

**Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.**

**The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. Thank you to all applicants, but only those selected for an interview will be contacted.**