



## Director of Public Works



Bracebridge is a place where inspiration, opportunity, lifestyle, community and prosperity come together. If you are looking to expand, the Town of Bracebridge is a community of more than 17,000 residents plus 9,000 seasonal residents living in both urban and rural areas. Located in the heart of the District of Muskoka, Bracebridge is a magnet for recreation and tourism, with a growing base of non-recreational businesses. There is a sense of civic responsibility and interest in protecting and enhancing Bracebridge's natural features; therefore, residents want increased and improved access to the Town's natural features, such as parks, trails and waterfront areas.

With total budget of over \$40 million the Town provides a range of services to meet the needs of residents and a multitude of businesses. According to Statistics Canada, Bracebridge has experienced the largest growth rate of any Town in Muskoka between 2016 and 2021. With a growth rate of 8.1%, we have significant residential, industrial and commercial growth on the horizon

### Your Opportunity to Make a Difference

Reporting to the Chief Administrative Officer (CAO) or designate, the **Director of Public Works** serves as a member of the Town's Leadership Team and is responsible for supervising Department staff and directing planning, managing and reviewing the activities and operations of the Public Works Department, including the core functions of roads, bridges, parks, trails, docks, wharfs, fleet, municipal transit, street lighting, urban forest management, engineering, operations and departmental facilities, environmental, capital projects, and long term strategic planning, as well as facilitating the capital asset management and long-term strategic management thereof. The Director is responsible for coordinating assigned activities with other Town departments and outside agencies and managing the department in its statutory, operational, stewardship and advisory responsibilities.

You will use your strong leadership, technical and financial skills to guide the Town of Bracebridge through interesting and challenging projects. In addition to leading your department, you will instill corporate values and strategically tie your department to the municipality's strategic goals and objectives.

Working with stakeholders and Town Council, you will provide information on emerging policy and relative professional and departmental issues as well as options and recommendations enabling the municipality to make informed decisions on behalf of the community.

### Key accountabilities include:

#### Strategic Advice

- Leading the public works aspects of the Town's short- and long-range operating plans and strategies. To develop and prioritize an inventory of maintenance and construction projects for use in the planning and budgeting processes.
- Preparing and reviewing recommendations, reports and presentations for management and Council. Attending Council, Committee, ratepayer, special interest groups and other meetings as required.

#### Operations

- Developing, recommending, and reviewing applicable policies, procedures, standards, plans and programs for the efficient and effective delivery of services to the residents of the Town.
- Identifying best practices in the public works operations and/or maintenance of municipal infrastructure.
- Preparing annual operating and capital budgets including forecasts and estimates; identifying and recommending potential funding sources.
- Managing effective operations and monitoring performance against approved plans, budgets, and standards.
- Supporting managers to prepare and administer the public tender process for operating and capital projects and overseeing the delivery in accordance with the approved annual plan.

## Capital Programs and Asset Management

- Planning and directing a comprehensive asset management program to ensure the efficient and effective operation and maintenance of the Town infrastructure according to planned targets, budgets, procedures, and priorities and in accordance with applicable legislation.
- Providing technical advice on capital project planning and design, ensuring projects are designed in accordance with the Town's standards and accepted engineering and provincial standards, including the review and approval of plans specifications and drawings prepared by external consultants.

## People Leadership

- Day-to-day coaching and performance of the operational services leadership team and supporting the broader portfolio as it relates to human resources matters.

## Key Professional Qualifications

You are a recognized leader in the field of municipal infrastructure and public works operations with 7 to 10 years experience leading a municipal division preferably in a small to medium urban environment.

- **Management:** At least seven years of experience in municipal public works operations at a senior management level in a unionized municipal setting.
- **Strategic Acumen:** A high level of critical thinking with the ability to perform in a proactive, strategic manner and plan, prioritize and balance multiple responsibilities and shifting priorities; ability to analyze complex engineering and maintenance issues and problems and evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- **Infrastructure, Public Works Operations and Asset Management:** Demonstrated experience and knowledge in theory, principles, practices, design, engineering, operations and techniques, in all areas of Public Works including, traffic, storm water, bridge and structure management, environmental compliance and stewardship, public infrastructure, fleet administration, municipal transit management, facility management, road maintenance, parks and trails management.
- **People Leadership:** Ability to provide exceptional leadership to staff and to build strong, enthusiastic and productive staff teams in a unionized environment.
- **Program Management:** Ability to plan, direct and integrate broad, comprehensive, public works programs and activities.
- **Business Management:** Knowledge and experience in the principles and practices of public administration, including developing and monitoring annual plans, performance measures, budgeting, purchasing, maintenance of public records, strategic planning and the organization and functions of an elected municipal Council.
- **Legislation:** Thorough and comprehensive knowledge of related municipal and provincial legislation.
- **Interpersonal and Communication Skills:** Ability to work with Council, the public, and community organizations, and balance their needs with operational requirements. Excellent communication skills, report writing and presentation abilities which includes public meetings.
- **Education/Designations:** Preference for a Civil Engineering or equivalent diploma/degree, with a P. Eng in good standing, we will consider other designations such as a Certified Engineering Technologist (CET) or Certified Road Supervisor (CRS) designation with an appropriate level of work experience.

## How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **March 7, 2025 or sooner** to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **BB-DPW**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description and information package please contact Tim Lukasewich at 416-214-9299 x8, [tim@waterhousesearch.net](mailto:tim@waterhousesearch.net), or Jon Stunjevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*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.*