

Manager of Operations

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. 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 complement 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. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Manager of Operations position. We look forward to your application!

Core Responsibilities

- Reporting to the Director of Infrastructure the Manager of Operations is responsible for the coordination and supervision of road operations (including drainage and stormwater management), park operations, and fleet management.
- Lead and manage municipal operations including roads, drainage, stormwater management, parks, and fleet services.
- Inspire and supervise a high-performing team; oversee hiring, training, performance management, and succession planning.
- Develop and implement policies and procedures for maintenance, operations, and long-term planning.
- Prepare and monitor departmental budgets, business plans, and capital plans to ensure efficient use of resources.
- Champion a positive, team-oriented culture with a focus on professional development and staff engagement.
- Provide exceptional customer service, addressing public concerns and ensuring fair service delivery.
- Ensure compliance with all relevant legislation and safety standards, including OHSA and the Highway Traffic Act.
- Prepare and present reports to Council, committees, and public meetings as needed.
- Review and comment on design drawings and permits related to municipal infrastructure.
- Respond to after-hours emergencies in accordance with the Township's Emergency Plan.
- Promote health and safety practices and uphold the Township's mission and values.
- Demonstrated expertise in public works functions such as roads, traffic operations, bridges, drainage, sidewalks, forestry, and fleet services.
- Practical experience with project planning and preparation, including resource management, scheduling, and coordination with regulatory bodies and stakeholders.
- Familiarity with compliance and operations in line with federal and provincial regulations, including the Municipal Act, Drainage Act, and Highway Traffic Act.
- Proven ability to manage and respond to emergencies, including availability for on-call duties and flexible work hours, including evenings and weekends.

Qualifications & Skills

- Certified Drainage Superintendent designation and College Diploma in a related field are considered assets.
- Exceptional problem-solving and analytical skills, with the ability to evaluate complex situations and implement effective strategies.
- Strong organizational abilities, with the capacity to prioritize workload and work independently under minimal supervision.
- Skilled in public relations, project/time management, report writing, record keeping, and delivering effective communication both orally and in writing.
- Technologically proficient with Microsoft Office applications, GIS software, and other computer tools relevant to municipal operations.
- Strong interpersonal skills and the ability to work effectively in a political and community service environment.
- Demonstrated commitment to health and safety.
- Must hold and maintain a valid Class G Driver's Licence with a clean driver's abstract.

Salary

\$101,574.59 - \$118,827.71 / year

Experience

- Minimum 5 years' experience in the maintenance and construction of roads, including operation and maintenance of related equipment.
- At least 2 years of progressive supervisory or managerial experience, with a proven ability to lead teams and oversee projects.

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 HR/H&S and submit to hr@ramara.ca. Please be advised, this posting will remain open **until June 15, 2025**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.