



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **MANAGER OF PUBLIC WORKS PERMANENT FULL TIME (40 HOURS PER WEEK)**

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Managing Director of Infrastructure Services, the Manager of Public Works is responsible for the year-round maintenance operations to keep the Township's roads and sidewalks safe. With a wide range of service areas, including winter maintenance, asphalt and sidewalk repairs, rural road grading and drainage, and cemetery operations, the Manager plans, coordinates, and assigns operations and maintenance activities for municipal infrastructure assets that fall within the Public Works Division's responsibility. Working in a fast-paced, team-oriented environment, the incumbent is responsible for accomplishing departmental goals and objectives within the framework of the Township's strategic plan, directing and managing resources, establishing and monitoring budgets, and ensuring compliance with all applicable municipal, provincial, and federal legislation.

#### **Major Duties & Responsibilities:**

##### **Leadership and Direction**

- Provides leadership and direction to supervisory and supporting staff in the implementation of the road and rights-of-way operations and maintenance functions.
- Plans, prioritizes, organizes and monitors the overall work of the Public Works division, including roads and rights-of-way, fleet, cemeteries, and drainage.
- Participates in the development and review of policies, procedures, standards, plans, and programs governing the Public Works division to meet required service levels.
- Provides recommendations related to maintenance and construction requirements, including methods, materials and priorities.
- Develops, implements and monitors both the short-term and long-term plans, goals, and objectives, focusing on the achievement of the Township's strategic plan and Council's priorities.
- Advises the Council, Senior Management Team, Managing Director of Infrastructure Services, citizen groups, residents, business owners, consultants, and contractors on priority issues and directives.
- Keeps up to date with new technological advances, systems, and methodologies to provide efficient and effective services to the municipality and implements as appropriate.
- Performs other related duties as assigned by the Managing Director of Infrastructure Services.

##### **Human Resources**

- Oversees supervisors, equipment operators, technologists, and support staff assigned to the Public Works division.
- Completes performance reviews, establishes performance requirements, and develops goals and objectives for direct reports and operations staff.
- Supports the Supervisors of Public Works in resolving employee and human resource issues in collaboration with the Human Resources division, as necessary.
- Recommends staffing levels, recruitment, discipline, performance evaluations, and staff training and development activities.
- Chairs regular staff meetings and participates in the Interdepartmental Team and Infrastructure Services Leadership Team.
- Creates and maintains a positive and respectful workplace environment.

### Asset Management and Financial

- Assists in the development of the Operating and Capital Budgets for the Public Works division.
- Coordinates inspection and scheduling of contracted maintenance and construction activities.
- Maintains departmental fleet, including vehicles and equipment, and is responsible for acquisition, maintenance, and disposal.
- Ensures all Public Works assets (facilities, fleet, and equipment) are properly maintained and in a good state of repair through the development and implementation of preventative maintenance plans.
- Establishes appropriate levels of service for division tasks and identifies resources necessary to accomplish targeted service levels.
- Approves expenditures in accordance with budgetary guidelines and limitations.
- Monitors budget status and variances regularly and works with Finance staff on budget control.
- Provides regular updates on the condition of municipal assets to asset management staff.
- Assists the Managing Director of Infrastructure Services in identifying future Public Works needs during the preparation of Operating and Capital Budgets.

### Corporate Support and Operations

- Develops and coordinates the implementation of the Division's annual road program, including contract preparation for such items as winter sand, surface treating, maintenance gravel, and line painting.
- Oversees the implementation of pavement markings, crossroad and driveway culvert replacements and maintenance, dust suppression, drainage improvements, and turf and vegetation maintenance.
- Monitors and forecasts expenditures related to road and rights-of-way maintenance and general operation activities.
- Arranges appropriate inspection and scheduling of contracted maintenance and construction activities.
- Liaises with MTO, OPP, Fire, Emergency Services, and bus transportation companies regarding road conditions and closures.
- Prepares reports to Council and Advisory Committees and attends Council and Advisory Committee meetings as required.
- Ensures the prompt handling of service requests and inquiries received from the public, Council, and internal divisions.
- Responsible for the inspection and repair of regulatory and warning signage, traffic signals, pedestrian signals, and streetlights.
- Performs the walkthrough of new subdivisions to identify deficiencies at various stages, and final walk-through prior to final acceptance.
- Participates in the Municipal Emergency Management Control Group and Municipal Flood Emergency Coordinators.
- Ensures adequate training and coverage for school crossing guards.
- Administers the Special Event, Driveway Entrance, Sidewalk Display & Patio, Encroachment, and Oversize/Width permit processes, including review, approval, and inspection.
- Completes vehicle licensing and permit renewals for Infrastructure Services vehicles.

### Compliance and Regulatory

- Reviews compliance data and ensures compliance with all applicable legislation, regulations, and bylaws.
- Monitors and ensures compliance with Highway Traffic Act, Commercial Vehicle Operators Registration, Maintenance Standards, and Ontario Traffic Manual requirements.
- Manages and maintains the Township's Traffic By-laws for posted speed limits and parking restrictions; prepares by-law amendments for Council consideration.
- Ensures employees work in compliance with the Employment Standards Act, the Occupational Health and Safety Act, the MECP and MTO Regulations, and Corporate Health & Safety requirements, and takes every reasonable precaution to ensure a safe and respectful workplace.

**Minimum Qualifications and Requirements:**

- Degree in Engineering or related field, or equivalent Diploma from a recognized college with emphasis in Civil Engineering, Traffic/Transportation Engineering, or related discipline.
- License to practice engineering and full registration with Professional Engineers Ontario (P.Eng.) or Certified Engineering Technologist (CET) designation through OACETT.
- Candidates with an equivalent combination of education, licensing, and experience may be considered.
- A minimum of five (5) years of previous experience in Public Works and roads maintenance management, including at least three (3) years as a Supervisor.
- A thorough working knowledge of municipal services including urban and rural roads and transportation systems, storm water management, drainage, and cemetery operations.
- Must be highly organized, able to effectively prioritize workload, and have the ability to manage a large number of staff.
- Working knowledge of engineering requirements for technical solutions and maintenance requirements of municipal services.
- Excellent written and verbal communication skills with the public, elected officials, and colleagues.
- Working knowledge of computers and software applications relevant to public works functions, including Word, Excel, PowerPoint, Outlook, CMMS, GIS, GPS, and Road Patrol programs.
- Excellent organizational skills and ability to set objectives and establish an approach to reaching those objectives when completing a task and assigning tasks to others.
- Recognize the need for accuracy, detail, and consistency when providing information for decision making.
- Ability to work with other Senior Municipal Staff and Council in a fast-paced team environment.
- Ability to work in an office as well as conduct field inspections as required.
- A valid Class G Driver's Licence and maintain a clean driver's abstract.

**Annual Salary:** \$120,201 - \$135,210 per annum (2025 salary range)

**How to Apply:** Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by June 29, 2025, at 11:59 p.m. Please quote job posting 2025-42 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.*