



Public Works Manager

Department
Public Works

Vacancy
Existing

Employee Group
Non-Union

Position Type
Permanent Full Time

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Director of Public Works, the Manager of Public Works is responsible for managing the daily operations of the Public Works department, including the maintenance and repair of roads, winter control operations, water, wastewater and stormwater infrastructure, beautification (including grounds and turf maintenance, horticulture, arboriculture and cemetery operations) and fleet management, in compliance with all applicable legislation. This position is also responsible for driving continuous improvement for departmental programs, processes and procedures to ensure the highest level of service to the community.

About You

What You Will Do

- Develop and administer strategies, goals and objectives related to the management of municipal infrastructure, in consultation with the Director, Council and other departments.
- Plan, develop, recommend, and implement the Public Works, capital and operating budgets including oversight of asset management, administration and monitoring of related expenditures.

- Participate in human resources functions such as preparing job descriptions, recruitment, training, supervision, performance evaluations, discipline and attendance management in accordance with Town policies.
- Oversee the efficient and effective performance of the Public Works Department, including coordination of daily departmental functions and activities, supervision of staff and contracts. Daily functions and activities include road maintenance/repairs, sidewalk maintenance, ditching, culvert installation/replacement, roadside sign installation/replacement, water projects, roadside grass cutting and weed control, tree removal and trimming, turf maintenance, routine and winter road patrolling and winter control activities.
- Manage the operations and maintenance of municipal cemeteries, ensuring proper upkeep of gravesites, pathways and monuments.
- Act as Overall Responsible Operator (ORO) of the Town's Distribution System in the absence of the Supervisor of Water/Wastewater.
- Develop and oversee all operational and preventative maintenance programs related to roads, water/wastewater, stormwater, beautification, and fleet, monitoring the effectiveness of the programs and making improvements as needed.
- Oversee the acquisition and management of corporate fleet and equipment.
- Prepare and present Council reports related to Public Works. Attend Council meetings to provide technical information when required.
- Provide advice and technical guidance as it relates to the broad spectrum of public works operations and respond to all inquiries and complaints from staff, elected officials and the community.
- Represent the Public Works Department on Council committees and working groups to provide technical expertise, policy input, and strategic recommendations to support informed decision-making.
- Coordinate with other departments to achieve strategic goals and support cross-functional projects.
- Communicate effectively with internal departments, the senior leadership team, Town Council, environmental approval agencies, the public and other stakeholders.
- Ensure compliance with the Occupational Health and Safety Act and the policies, procedures and practices developed by the Town. Perform work in a safe manner and ensure timely reporting of any observed hazards or lapses in the functioning of any health and safety measure or procedure.
- Other related duties as assigned.

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Post-secondary degree or diploma in the area of Civil or Environmental Engineering, or related discipline
- A member in good standing with the Professional Engineers of Ontario or Certified Technician (C.Tech) or Certified Engineering Technologist (C.E.T.) designation is preferred
- Certified Road Supervisor (CRS) designation is considered an asset
- Operator in Training Certificate for Drinking Water System, or willing to obtain
- A valid Ontario "Class G" Driver's license with a clean abstract
- 7 years of increasingly responsible management experience involving infrastructure operations, preferably in a unionized, municipal environment
- Knowledge of relevant legislation and regulations governing municipal operations, environmental services, planning and emergency management
- Competency in analyzing complex public infrastructure maintenance issues and problems, and the ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.

- Sound understanding of managing drinking water and wastewater systems in compliance with DWQMS and CLI/ECA legislation requirements.
- Excellent administrative, communication, interpersonal, organizational, project management, leadership, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and staff

What's In It For You

- A competitive salary ranging between **\$123,493 to \$144,469** with a 40-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Work outside of normal working hours is required.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$123,493 - \$144,469
- Vacancy: Existing
- Department: Public Works
- Position Type: Permanent Full-Time
- Employee Group: Non-Union
- Work Location: Office and Field-Based
- Hours of Work: 40
- Number of Openings: 1
- Posted Date: January 27, 2026
- Application Deadline: February 12, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on February 12, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.