

## The Municipality of Strathroy-Caradoc – Full-Time Job Opportunity

# Director of Engineering and Public Works

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for a full-time permanent "Director of Engineering and Public Works."

### **Position Summary:**

As part of the Senior Management Team (SMT) and reporting to the Chief Administrative Officer, the Director of Engineering and Public Works is responsible for the overall planning and operation of the Engineering and Public Works Department performing a variety of leadership, supervisory, administrative and technical work in the department. This position is responsible for the administration of engineering services, roads, water/wastewater, including distribution and treatment as well as drainage services and solid waste management, and anticipating and maintaining any necessary regulatory compliance and reporting on behalf of the Municipality.

This position requires considerable exercise of independent judgement in accordance with any applicable legislation and corporate policy. Success requires developing a close working relationship with all senior directors, managers and staff to ensure an integrated approach and a high level of customer service.

### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **Duties and Responsibilities:**

- Provide general direction and management of the day-to-day administration of the department, including staff development, performance management, coaching/mentoring, staff engagement, rewards and recognition and health & safety.
- Serve as a member of the Municipality's Senior Management Team (SMT), contributing to the development and execution of organizational strategy and Municipal-wide objectives.
- Lead the development, management and administration of the department's annual operating and capital budgets, working with the Chief Administrative Officer to ensure alignment with Council's priorities and Corporate Strategic Plan (or successor documents) and operational goals.

- Oversee infrastructure maintenance and operations which includes road operations, water/wastewater management, storm water, solid waste management, and engineering services.
- Review subdivision plans, consents and other development activities affecting the road system, utilities, services, emergency access, etc. to ensure compliance with Municipal design, safety and related standards and by-laws.
- Provide liaison and engineering advice, as required, on matters of policy or items of mutual concern between the engineering division and other departments.
- Prepare and recommend controls and agreements covering work done for the Municipality by outside contractors, organize and assign jobs following tendering awards, supervise the work on an ongoing basis, monitor and assess performance to ensure that the contracts are honoured.
- Develop, recommend and implement strategic planning initiatives for the engineering and public works department including any continuous improvement ideas.
- Prepare reports to Council; provide recommendations, information and advice to Council; and attend Council meetings.
- Establish and maintain effective working relationships within and outside of the organization and department, maintaining good working relationships with elected and appointed officials, representatives of local industries and members of the public, community groups and other levels of government.
- Use sound judgment and professional tact to gain cooperation and compliance from the public, contractors and industry professionals.
- Maintain confidentiality at all times.
- Maintain a high degree of current knowledge related to the Engineering and Public Works sector to ensure that the department will maintain, and where possible, improve the level of service in the Municipality.
- Conduct departmental meetings and briefings with staff on a regular basis to review planned work and resolve any employee concerns.
- Ensure the implementation of appropriate training for all departmental staff and maintaining designations and certifications as required.
- Respond to the public, adhering to the Municipality's Customer Service Standard policy.
- Attend profession and industry related conferences, seminars and training as required.
- Perform other related duties as assigned.

### **Qualifications:**

- Post-secondary education in construction, engineering or related discipline
- Eight to ten (8-10) years of progressive management experience overseeing administration of Public Works functions, including operations, water supply and distribution, sanitary sewage and treatment, storm water management and land development, preferably in a municipal or public sector environment
- Professional Engineer (P. Eng.) or Certified Engineering Technologist (C.E.T.) designation is an asset
- Experience managing in a unionized environment preferred
- A proven track record leading and managing a diverse portfolio of related responsibilities and staff oversight
- Demonstrated people leadership skill, problem solving, conflict management, and negotiation skills
- Thorough working knowledge of roads/water/sewer construction, maintenance management, waste management, municipal drains, provincial subsidy processes.
- Experience developing, managing capital and operational budgets
- Excellent writing, research, communication and presentation skills, with the ability to communicate effectively and tactfully with all levels of staff, elected officials, consultants, contractors and the public
- Must be able to attend meetings outside normal work hours including weekends and/or respond to after-hours emergencies as required
- Understands and ensures compliance with the Occupational Health and Safety Act, Regulations, and any Municipality policies and procedures
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Must provide a satisfactory Criminal Record Check prior to starting employment

- Must be legally authorized to work in Canada

### **Compensation:**

**Wage:** Band 9 - \$134,852.00 to \$168,586.60 per year (2026 rates)

**Benefits:** Comprehensive benefits plan, including enrolment in the OMERS defined benefit pension plan.

**Posting Type:** Existing Vacancy

**Closing Date:** May 4, 2026 @ 12:00 PM

*Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.*

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*