

Manager of 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 temporary "Manager of Public Works." This temporary position is expected to last until June 30, 2027.

Position Summary:

Reporting to the Director of Engineering & Public Works, the Manager of Public Works leads and directs the operations, planning, asset management, and delivery of services to the operation and maintenance of Municipal roadways. The Manager is responsible for ensuring the Municipality's conformance and compliance with all applicable legislation and regulations.

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:

- Manage the overall operations of the Public Works division and supervision of unionized staff for roads, bridges, sidewalks, drainage, urban and rural trees, utilities, traffic signals, traffic control, railway crossings, streetlights, winter maintenance, salt management plan, fleet, and various related Municipal infrastructure systems including Public Works yard, Municipal aggregate pit and facilities operation, security and maintenance.
- Participate in Infrastructure/Asset Management and deliver capital programs including specifications and tender preparations, contract administration, resident inquiries, and construction inspection. Provide development engineering assistance through participation in the Development Application Review Team (DART) and development inspections and assumption certifications.

- Assist in the development of the department budget by drafting the annual operating and capital budgets for the Public Works division in collaboration with other department and corporate stakeholders.
- Provide supervisory oversight, evaluation and performance management of GIS/Asset Analyst, Municipal Drainage Superintendent, Public Works Operators, and seasonal staff.
- Performs technical review of stormwater systems in accordance with the MECP's Consolidated Linear Infrastructure – Environmental Compliance Approval (CLI – ECA)
- Prepare Council reports, and develop policies and operational procedures. Present Council reports, as required.
- Conduct purchasing, and review and approve invoices related to operations and capital works. Monitors capital and operating budget expenditures to ensure budget compliance.
- Review of compliance data and regulations, and oversee the compliance of the Public Works initiatives.
- Lead the development, implementation and testing of business specific emergency plans and business continuity plans.
- Lead the development and review of the division's standard operating procedures (SOPs) and emergency response procedures (ERPs).
- Develop and maintain a comprehensive training program, ensuring all division staff are provided effective, job-specific training, and maintain up-to-date training logs.
- Administer the programs, plans, policies, procedures and systems necessary for the Municipality to comply with all federal, provincial and municipal environmental regulatory requirements.
- Assist in the preparation of specifications for tenders and quotations; review bids and make recommendations as needed.
- Prepare and, when required, present administrative and status reports, policy recommendations, by-laws and/or resolutions for Director and/or Council consideration.
- Regularly interact with internal contacts, ratepayers, and external partners, vendors, agencies and stakeholders to facilitate effective service delivery.
- Maintain current knowledge of relevant legislation, regulations and best practices and recommend and/or take appropriate action in response.
- Ensure adherence to collective agreement, corporate policies and all applicable regulations and legislation.
- Collaborate with colleagues, teams and stakeholders and consistently demonstrate a high standard of Customer Service in day-to-day activities following the Municipality's Customer Service policy.
- Review and approve all direct reports' timesheets and time off.
- Coordinate operations with the County of Middlesex and maintain relations with adjacent Municipalities, First Nations, Railways and local Conservation Authorities.
- Support other Municipal departmental operations including waste management, municipal drains, and parks and recreation.
- Participation in trade associations such as Association of Ontario Road Supervisors (AORS), Ontario Public Works Association (OPWA), Ontario Good Roads Association (OGRA), and Municipal Engineers Association (MEA) is encouraged.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary diploma or degree in Civil Engineering Technology or related field
- Certified Engineering Technologist (CET) designation required or applicable related work experience may be considered
- Certified Roads Supervisor designation an asset
- Completion of T.J. Mahony and/or C.S. Anderson courses an asset
- Minimum five (5) years' of progressively responsible experience in roads, drainage, Municipal servicing construction or related infrastructure
- Minimum three (3) years' leadership experience in supervision, budgeting and administration
- Must be willing to work flexible and sometimes long hours. Requirement to carry a cell phone to respond to after hour issues
- Must be competent within the meaning of the Occupational Health & Safety Act
- Proficient with Computerized Work Flow and Reporting including mobile maintenance management systems, mobile road patrol, work orders. Experience with financial management software products and database skills also an asset
- All municipal employees must demonstrate basic digital literacy, including the ability to use the Microsoft business productivity suite, communicate electronically, protect confidential information, follow cybersecurity practices, and learn required municipal systems.
- Excellent customer service, communication and interpersonal skills
- Maintain a positive public image working with or in view of the general public
- Must have a valid class "G" Ontario Driver's Licence with a satisfactory driver's abstract
- A satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 7 - \$105,086.80 to \$131,349.40 per year (2026 rates)

Benefits: Voluntary enrolment in the OMERS defined benefit pension plan.

Posting Type: Existing Vacancy

Closing Date: August 28, 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.