



PUBLIC WORKS MANAGER

Permanent Full-Time (35 Hours per week)

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to fostering an environment where employees are empowered to grow, lead, and make a meaningful difference. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. This role offers the chance to make a lasting impact while working alongside a dedicated team that values innovation, collaboration, and community service.

Loyalist Township is home to more than 18,000 residents and is beautifully situated on the north shore of Lake Ontario, between the Town of Greater Napanee and the City of Kingston. With a unique blend of rural charm and urban convenience, the Township includes quaint hamlets, an island community accessible by ferry, and access to outstanding outdoor recreation. Just minutes from the historic City of Kingston and within two hours of both Toronto and Ottawa via Highway 401, Loyalist offers the perfect balance of career opportunity and lifestyle.

If you're passionate about community service, and making a lasting impact through meaningful work, we invite you to bring your talents to Loyalist Township

Annual salary: \$118,968 - \$139,175

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, October 25, 2026.

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan. It is key to the overall management of the Township's Public Works Division and ensuring effective provision of services.

Reporting to the Director of Community & Customer Services, the Public Works Manager is responsible for the management and appropriate performance of the Public Works division including construction, maintenance and operation of the municipal road system including Township roads and bridges and County roads and bridges in Loyalist Township (maintenance only), related public works equipment, facilities, street lighting, sidewalks and walkways, storm water facilities, solid waste collection, disposal and diversion, and corporate fleet.

The Manager is responsible for the preparation and administration of operating and capital budgets and provides input on the development and maintenance of the asset management program.

RESPONSIBILITIES:

Personnel:

- In consultation with the Director, act, as required, with respect to the hiring, dismissal, performance evaluation, discipline, and training and development of departmental employees in accordance with Council's personnel policy and applicable collective agreements.
- Review attendance and take appropriate action in the case of problem attendance and arrange for evaluation.
- Review and investigate all accidents involving assigned employees and equipment, and recommend any action that is, whether it is disciplinary, corrective, or preventive.

Compliance:

- Ensure all facilities and assets within assigned Scope of Operation are maintained and/or operated to an approved standard, and all work done meets federal and provincial requirements, where applicable, carried out in compliance with bylaws and policies approved by Council.
- Monitor operations to ensure regular inspections of both departmental assets and infrastructure requiring regulatory and safety compliance are completed on a timely basis and develop workplans to address any deficiencies subject to available budget.
- Ensure adherence to safe working practices through training & staff supervision & compliance to applicable legislation (WHIMS, OHSA, etc.)

Financial & Asset Management:

- Prepare current operating and assist with capital budgets and related reports for all areas of the Public Works division, for approval by the Director, while monitoring and keeping departmental expenditures within approved budgets, regularly reporting to the Director and CAO on potential problems, changing trends or major variances.
- Work in collaboration with Asset Management to produce a robust capital investment plan for infrastructure.
- Develop & implement life cycle maintenance program for roads, bridges, culverts, equipment & all rolling stock.

Technical:

- Develop tenders, requests for proposals and quotations and other related documents as required for areas of responsibility and prepare estimates for proposed work.
- Review subdivision development activity, rural lot grading issues, site plan and other land use planning documents to determine progress and conformity with specifications, agreements and applicable Township policy and monitor the adequacy of the lot grading policies and storm water maintenance activities, responding to complaints and flooding events, ensuring all storm water systems are functioning properly.
- Track changes in legislation and regulations for potential impact on Public Works operations and service delivery & ensure compliance with all applicable statutes and regulations pertaining to operations and maintenance

Departmental:

- Review and make recommendations, as required, to the Director and CAO for improvements and revisions to all departmental service agreements including the waste management agreements and streetlight and electrical traffic system maintenance contracts.
- Ensure necessary administrative records are adequately maintained for all operations, improvements, and maintenance work by monitoring, setting standards, inspecting, reporting, and ensuring co-ordination of interdepartmental activities.
- Develop policies, performance standards and procedures related to operations of the department

- Review long term needs of the Division on a continual basis making recommendations for improvements to the operations, or to meet new regulatory requirements or changes in physical environment.

Communication & Liaison:

- Attend meetings of Council, Township Committees & staff, internal Township meetings as requested, in addition to meetings with other municipalities, committees, and associations when directed and providing regular management liaison with County of Lennox and Addington, OPP, CRCA and MTO on matters of departmental interest.
- Investigate & resolve public complaints

MINIMUM QUALIFICATIONS:

Education

- Three (3) year college diploma in civil engineering technology or related field.
- Certified Engineering Technologist (C.E.T.) designation or equivalent Current membership in O.A.C.E.T.T.
- Certified Roads Supervisor designation would be an asset.

Experience

- Five (5) years of progressive leadership experience in a public works related service, preferably in a unionized municipal environment.

Knowledge/Skill/Ability

- Excellent organizational, problem-solving, interpersonal, and leadership skills with a proven focus on communication skills.
- Thorough knowledge of municipal infrastructure operations and maintenance, associated materials and supplies, equipment operation and maintenance procedures, waste disposal, collection and landfill operations, road design and construction, and tender and contract administration.
- Ability to provide effective reporting and communication between various levels of the department, organization and outside contacts.
- Highly self-motivated and able to work independently in a team environment with a demonstrated ability to establish effective working relationships.
- Ability to take initiative, multi-task, and complete work in a detail oriented and timely manner.
- Strong public relations skills with the ability to work tactfully with the public.
- Excellent numerical literacy.
- Sound knowledge and demonstrated ability with budgeting and budget monitoring.
- Thorough knowledge of legislation processes and techniques related to road and bridge construction and maintenance, equipment operation and fleet maintenance, waste collection, disposal, and diversion, with emphasis on proactive health and safety practices.
- Ability to interpret and effectively apply legislation, policies, bylaws, best practices, standards, and guidelines.
- Demonstrated intermediate to advanced computer skills including Microsoft Office and GIS applications.
- High level of supervisory skills to manage many employees, through a group of first-line Supervisors.
- Thorough knowledge of the provisions of the *Occupational Health and Safety Act*.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory Criminal Record Check (CPIC).
- Ability to respond after hours to emergencies in certain circumstances.

WORKING RELATIONSHIPS:**Internal**

Daily communication with Public Works staff, frequent communication with Director, and with other Township employees.

External

Residents, contractors/vendors, County representatives, provincial ministries or agencies, and consultants.

WORKING CONDITIONS:

- Normal office environment working conditions apply when completing administrative tasks.
- Ability to respond after hours as needed to operational situations.
- Additional work outside of regular office hours for attendance at Council and public meetings, as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.