



# The Corporation of the Township of Alnwick/Haldimand

## Employment Opportunity

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is seeking the following position.

### Manager of Public Works – Interim Position

#### Contract, Full-time (40 hours/week)

Pay Range: \$94,837 - \$110,947 (2024 Wage grid)

Optional OMERS Pension Plan from date of hire

The Public Works Manager position is to manage and ensure effective and efficient performance of the Public Works Department. This entails the operation and maintenance activities associated within the Township's infrastructure including, but not limited to, managing and overseeing external engineering and other contracts, providing advice to the Chief Administrative Officer and Council regarding infrastructure, assisting with the development and update of the long-term asset management plan, and the preparation and monitoring of the Public Works Department's budget.

#### Duties & Responsibilities:

- Leads, plan develop and manage the operations of the Public Works Department
- Reviews the monthly financial reports and, where necessary, takes corrective measures to remain within budget.
- Supervises consultants and contractors hired by the Municipality for related projects.
- Supervises the maintenance of municipal vehicles and equipment for the Public Works Department in accordance with operating manuals and established maintenance standards.
- Inspects dangerous conditions on Municipal properties and within established procedures, and ensures the conditions are made safe;
- Review, on behalf of Council, all site plan agreements, subdivision agreements, consultant agreements, and meets with developers, planner and consulting engineers involved with those agreements and all related works to ensure quality control. Oversees site inspections of these projects;
- Assist with the implementation of a preventative (life cycle) maintenance program for the Township's infrastructure, equipment and fleet; integration of life cycle maintenance in the Asset Management program;
- Responding to and resolving public inquiries and complaints in a timely manor;
- Responding to after-hours weather emergencies and storm events.
- Operate heavy equipment as require or fill in for other operators if the need arises;
- Maintains files, plans, and records for infrastructure work and liability issues;
- Finalize approvals of entrances onto municipal roads for new homes and severances;
- Preparation of reports and correspondence in operational issues;
- Preparation and administration of work contracts, purchase orders, quotations, and tenders.

## **Qualifications & Skills:**

- Ontario Secondary School Diploma
- Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Certified Technician (C.Tech.) and/or Certified Engineering Technologist (C.E.T.) designation will be considered an asset.
- CMO (Certified Municipal Officer), CMM (Certified Municipal Manager) designations or related leadership/management credentials will be considered an asset.
- Designation as an AORS Certified Road Supervisor will be considered an asset.
- A minimum of five (5) years experience in Public Works with at least two (2) years direct supervisory experience or equivalent.
- Proficient in Microsoft Office and GIS will be considered an asset.
- Excellent written and verbal communication.
- Strong leadership ability combined with excellent interpersonal, oral and written communication skills and the ability to deal effectively with Council, staff and the public.
- Comprehension of and familiarity with Municipal By-Laws, the Municipal Act, Ontario Provincial Standards, Highway Traffic Act, and other related By-Laws and regulations.
- Specific knowledge in road maintenance, construction, and design, producing tender documents, budgeting, and policy development with broad based computer and information technology skills
- DZ license with safe driving record required

The successful candidate will be required to submit a satisfactory Police Record Check & Driver's Abstract prior to the commencement of employment.

Interested applicants are invited to submit their cover letter & resume in confidence no later than **4:00pm on April 19, 2024**, to:

Erin Andrus, Payroll & HR Coordinator  
Township of Alnwick Haldimand  
10836 County Road #2, PO Box 70  
Grafton, ON, K0K 2G0  
**Email: [hr@ahtwp.ca](mailto:hr@ahtwp.ca)**

## **Subject Line: Manager of Public Works**

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date. We thank all applicants for their interest, however, only those selected for an interview will be notified by Human Resources. If you wish to apply for more than one job, please apply to each position individually.

The Township of Alnwick/Haldimand is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please email your request to [eandrus@ahtwp.ca](mailto:eandrus@ahtwp.ca) or call 905-349-2822, Ext:28. Alternative formats of this job posting are available upon request.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.