



**Director of Public Works
Front of Yonge Township (Full-time)**

The Township of Front of Yonge is a small rural community of approximately 3000 residents nestled along the St. Lawrence River amongst the beautiful 1000 Islands. The Township's location places it conveniently one hour from Ottawa, one and a half hours from Montreal and under three hours to Toronto. The Township is seeking a full-time Director of Public Works.

The Director of Public Works reports to Council and provides leadership and guidance to public works employees. The Director is responsible for the safe and efficient delivery of public works maintenance operations including but not limited to roads, parks and trails, sports fields, waste management, horticulture, Township buildings and winter control.

This position is responsible for the prioritization of work assignments, condition assessments, site inspections, asset management, contract administration and financial management tasks.

KEY DUTIES AND RESPONSIBILITIES:

- * Manage, organize and resolve unexpected factors and conditions such as workforce issues, equipment breakdown, weather conditions etc.
- * Plan and coordinate operational work, maintenance plans and available resources to meet operational service levels, service requests and public safety.
- * Implement initiatives to mitigate service requests and develop operational efficiencies.
- * Supervise work crews performing assignments throughout the Township.
- * Provide training, mentoring, monitoring and feedback.
- * Effectively communicate with Council, staff and related Committees of Council.
- * Inform Council and staff of changes in legislation and internal policies/practices and address concerns.
- * Ensure work is completed safely and in compliance with OH&SA and Township policies and procedures.
- * Manage contracts and meet operational tasks.
- * Ensure staff accountability.
- * Assess and resolve public works related concerns from user groups, property owners, residents, businesses and other Township departments.
- * Track and document communication and resolutions for any/all service requests and identify reoccurring operational inefficiencies.
- * Assist in the preparation, implementation and monitoring of capital and operational project budgets.
- * Manage daily job costing such as employee timesheets, equipment utilization and material purchases.
- * Administer all aspects of procurement for equipment and services, including procurement documents, contracts and payment certificates.

- * Oversee asset management collection and mapping requirements for public works operations.
- * Interpret technical specifications, surveys and asset condition assessment to interpret data and create work plans.
- * Assist in the development and enforcement of policies to optimize and achieve competent, efficient and effective delivery of services including but not limited to the Highway Traffic Act, Environmental Protection Act, Occupational Health and Safety etc.
- * Other duties as assigned.

Salary to commensurate with experience.

For more information and to view a detailed job description, please visit the [Careers](#) section of the Township's website.

Qualified applicants are invited to submit their application in confidence, to Jennifer Ault, Clerk, Township of Front of Yonge at jault@frontofyonge.com on or before 4:00pm on May 1, 2023.

The Township of Front of Yonge is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. This job posting is available in an accessible format upon request.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.