



## THE CORPORATION OF THE CITY OF WOODSTOCK

The City of Woodstock is a dynamic and growing community of 41,000 located in the heart of southwestern Ontario at the crossroads of highways 401 and 403. A growing community, Woodstock has kept its small-town flavor while offering the types of amenities typically found only in larger cities. Woodstock has roots in both agriculture and manufacturing; as the recognized Dairy Capital of Canada and as home to Toyota's second Canadian manufacturing facility. With a skilled workforce, affordable housing and a new community hospital Woodstock truly is a growing city with a lot of rural, small town charm.

### **DIRECTOR OF PUBLIC WORKS**

#### Qualifications:

To be considered, applicants must possess the following qualifications:

- Licensed Professional Engineer in the Province of Ontario preferred.
- Minimum 5 years Public Works operational and maintenance, or related, experience in a leadership capacity.
- Thorough working knowledge of roads/water/sewer maintenance management, waste management, provincial subsidy processes, applicable legislative/regulatory standards, and local government functions/responsibilities.
- Excellent analytical, problem solving, financial and organizational skills combined with good interpersonal and written skills necessary to lead the department, work with other departments and report to Councils
- Good communication and public relation skills, both written and verbal.
- Strong organizational and leadership abilities.
- Ability to make decisions quickly.

#### Duties:

Reporting to the Chief Administrative Officer:

- Managing and advancing operations and the delivery of public services in accordance with City Management Policies and terms of existing collective agreements,
- Provide for effective and efficient planning and management of divisional functions in Public Works, Water Distribution, Sanitary Sewer Collection, Waste Management and Garage,
- Managing financial resources, including preparation of operating and capital budgets,
- Develop and discuss plans and priorities with CAO and recommends alternative courses or action,
- Consult and coordinate Public Works maintenance activities with City Engineer,
- Ensures that City infrastructure is maintained according to expected service levels. Completes maintenance as required or recommends improvements as appropriate. Ensures that maintenance records are retained and shared as necessary to meet the City's retention policy, assist with Asset Management and assist in legal and financial claims.
- Manage staff resources through Supervisors in accordance with accepted personnel management practices and the terms of the collective agreement,
- Maintains effective liaison with appropriate provincial ministries and agencies, other City departments, public utilities, boards, commissions and authorities, Oxford County to ensure that effective coordination on joint programs is maintained.
- Attend Council and Committee meetings as required to provide professional advice and guidance,
- Performs other tasks as assigned.

Compensation - \$108,428 - \$135,535. A comprehensive benefits package is included.

Resumes and cover letters will be received online at <http://careers.cityofwoodstock.ca> no later than 4:00 p.m. **April 30, 2021.** A copy of the job description is available upon request.

The City of Woodstock is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.