

The Corporation of the Town of LaSalle

Job Posting

Job Title: Director of Public Works

Department: Public Works

Reports to: Deputy Chief Administrative Officer

Rate of Pay: \$135,018.74 - \$152,513.09 (2020 Rate of Pay)

Posting Date: March 26, 2021

Posting Deadline: April 16, 2021

Summary

The Director of Public Works is responsible for developing and implementing strategic short and long term business strategies to ensure that Public Works related activities meet the needs of the community and corporation, and to ensure that business plans are effectively managed and economically feasible. The Director of Public Works is responsible for directing and administering the operations of Public Works including all responsibilities relevant to Engineering, Roads, Drainage, Water, Wastewater, Fleet, Parks, Facilities, and Maintenance in accordance with government regulations, by-laws, and Council established practices. Other responsibilities include the development and enforcement of departmental policies, developing and monitoring departmental budgets, responding to inquiries/complaints from the public, preparation of Council reports, attending Council meetings, recommending levels of service, strategic planning, asset management, and ensuring compliance with all pertinent regulations, standards, and health and safety requirements. The Director of Public Works will also provide leadership to direct reports, and assess, develop, and evaluate departmental human resources.

Primary Duties and Responsibilities

1. Develop and implement strategic short and long term business strategies for Engineering, Roads, Drainage, Water, Wastewater, Fleet, Parks, Facilities, and Maintenance
2. Participate in corporate wide strategic planning and development sessions
3. Prepare, develop, and oversee departmental capital and operational budgets in accordance with established policies and practices
4. Forecast capital purchases based on the Asset Management Plan
5. Prepare Council reports and attend Council meetings

6. Investigate and conduct prompt follow-up to questions or complaints from the public, and submit reports of inquiries as appropriate
7. Participate in the development and review of policies, procedures, standards, plans, and programs for Roads, Drainage, Water, and Wastewater in accordance with applicable laws and provide recommendations to Council as required
8. Prepare and make recommendations to Council for the approval of all contracts related to bridge maintenance and rehabilitation
9. Provide oversight and direct external contractors and skilled trades related to specialized tasks completed by consultants as required
10. Direct, oversee, and advise on all matters related to the design and construction of services related to Engineering, Roads, Drainage, Water, Wastewater, Facilities, and Maintenance
11. Direct the planning and development of future requirements of Public Works in order to fulfill the requirements of the Municipality
12. Ensures that all regulations, by-laws, and statutes relevant to the Public Works Department are enforced
13. Monitor and assess asset management life cycles, conditions, and valuations
14. Prepare tender and quotation requests
15. Manage departmental health and safety and human resources
16. Ensure compliance with all regulations, standards, and Town policy and procedures
17. Develop and enforce departmental policies
18. Provide guidance and support to direct reports
19. Assist with the administration of two collective agreements
20. All other duties as assigned

Qualifications

- University Degree in Civil Engineering or equivalent, with P. Eng. designation
- Minimum ten (10) years previous related experience
- Superior verbal and written communication skills
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook), MS Publisher
- Hold and maintain a valid Class "G" driver's licence

Qualifications Considered Assets

- General knowledge of technical systems such as HVAC, mechanical systems, refrigeration, swimming pools, preventative maintenance, and building maintenance

Working Conditions

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions
- Manual dexterity to use desktop computer and peripherals

- Periodic local and out of town travel required
- Operation of a motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift
- Flexibility in hours of work are required in order to attend after hour meetings and events
- Occasion travel

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting

Leadership Responsibilities

- 56.80 FTE's
 - 47 full-time employees
 - 9 seasonal employees
 - 7 part-time employees
 - 11 summer students

Application Process

All applicants are encouraged to submit a resume and cover letter stating position applying for in confidence to:

Please submit resume and cover letter in confidence to:

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle ON N9H 1S4
hr@lasalle.ca

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.