

Director of Public Works

(Competition # 2024-111)

About Oxford County

Located in the heart of southwestern Ontario at the crossroads of Highways 401 and 403, Oxford County has a population of approximately 130,000 people across [eight area municipalities](#) that are “growing stronger together.”

[Oxford County Council](#) is made up of the mayors of each of the area municipalities plus an additional two councillors elected to the City of Woodstock as city/county councillors. As a partnership-oriented, two-tier municipal government, Oxford County is emerging as a leader in sustainable growth through the [Future Oxford Community Sustainability Plan](#) and County Council’s commitment to achieving 100% renewable energy, becoming a zero waste community and working towards zero poverty.

Situated in one of Ontario’s richest areas for farmland, agriculture is a key industry that is driving innovation in sustainable industries and diversifying the local economy. Oxford County offers a thriving local arts, culture and culinary community, as well as conservation parks, natural areas and more than 100 kilometres of scenic trails. The Oxford County Administration Building is situated in Woodstock, Ontario. Oxford County’s Strategic Plan is at oxfordcounty.ca/strategicplan.

Join our senior leadership team as our Director of Public Works

Reporting to the CAO you will lead a Public Works department of approximately 160 staff in water, wastewater, transportation, waste management, engineering, and facilities.

The ideal candidate will be a progressive, strategic, and collaborative leader, with a demonstrated record of achieving results and leading people.

As a member of the County’s senior leadership team, you will also be responsible for strategic organizational leadership, continuous improvement and broadly supporting all County programs and services.

See attached Job Profile for more specific details about the role.

What we offer

- Flexible Work Arrangements, including hybrid work
- Comprehensive health and dental benefits plan effective immediately
- OMERS defined benefit pension plan effective immediately
- Competitive Vacation and Sick Leave policies
- Professional development and tuition reimbursement opportunities

2025 Salary Range

\$158,450 to \$198,071 annually

*2025 Salary range may be adjusted based on any approved cost of living adjustment

How to apply

Resumes will be accepted electronically via e-mail at: hr@oxfordcounty.ca until December 15, 2024. Please include the competition # (2024-111) and position title in the subject line of your email.

DIRECTOR OF PUBLIC WORKS

POSITION SUMMARY

Provides strategic oversight and guidance in ensuring the effective and efficient delivery of programs and services provided by the Oxford County Public Works department. As a member of the County's Senior Management Team, the director is also responsible for strategic organizational leadership, continuous improvement and broadly supporting all County programs and services while leading their adaptation, as appropriate, to meet community sustainability, service excellence aspirations and changes in regulatory legislation.

KEY ACCOUNTABILITIES

- Provides leadership to the Public Works department comprising of:
 - An Engineering Services division which provides fleet, property, facilities, energy management, and engineering and construction services in support of all County programs and services;
 - A Water and Wastewater Services division which includes all water and wastewater planning and operations as well as Forestry management;
 - A Transportation and Waste Services division which provides transportation (roads and bridges) and solid waste management planning and operations.
- Overall coordination, responsibility and accountability for departmental purchasing, finances and programs, including development and delivery of the annual business plan and budget, consideration of alternate funding sources or cost sharing partnerships, along with regular monitoring of departmental business continuity, performance, outcomes and financial performance.
- Support integrated growth management in the County by contributing to the Official Plan Review and Development Charges process through iterative development of growth concepts based on high level assessment of servicing carrying capacity, land supply, economic trends, opportunities/constraints, and long range servicing Master Plans/Class EA Studies detailing infrastructure requirements, phasing and financing.
- Fosters and demonstrates a service delivery model that promotes cross departmental and corporate cooperation to align with, support and promote the successful delivery of corporate programs and initiatives.
- Actively participates as a member of the Senior Management Team, supporting the organization's programs and services including the County's Strategic Plan, Future Oxford Community Sustainability Plan, Asset Management Plan, best practices, internal policies, emergency response and applicable legislation, to meet service excellence standards and uphold Oxford's vision, mission and values.
- Accountable for the overall integrity of departmental policies and procedures, Council reports, external reports, contracts and any other related correspondence. Attends all County Council meetings and participates at Area Municipal Council meetings as necessary.
- Leads continuous business process improvement initiatives and strategic departmental plans through joint collaboration with staff at all levels to maximize effectiveness and reliability of service delivery, while promoting departmental resiliency in meeting organizational challenges and pressures.
- Liaise with Area Municipalities, Provincial Ministries, industries, internal stakeholders, community stakeholders, advisory committees, indigenous

communities and the public as necessary and appropriate, including complaint/dispute resolution.

- Direct and second-removed supervisory responsibilities including hiring, performance management, coaching, employee and labour relations, mentoring and professional development of departmental non-union and unionized staff.
- Understanding of role specific health and safety responsibilities, and ensured compliance with internal and external safety policies, procedures, and legislation, including the Occupational Health and Safety Act.
- Performs the responsibilities of this position within the legislative and regulatory standards set out in the applicable Federal, Provincial and/or Municipal statutes and Municipal by-laws and policies.
- Receives and resolves escalated service related complaints, concerns and questions in a timely and responsive manner. Refers and notifies appropriate individuals when necessary.
- Participates in the grievance and collective bargaining processes as the primary department representative.
- Support County emergency planning and operational response, including incidence management systems.
- Acts as the County media spokesperson as necessary.
- Performs other duties as assigned.
- Bachelor's degree in engineering, business, public administration, or related field. Membership with the Professional Engineers of Ontario is considered an asset.
- Demonstrated progressive senior level experience in strategic planning, asset management, performance management, integrated growth management, and managing resources, operations and capital works delivery in a multi-disciplinary environment.
- Knowledge of relevant legislation, statutes and regulations related to municipal and program specific operations.
- Ability to demonstrate the required competencies for this position in alignment with Oxford County's competency framework.
- Demonstrated ability to identify and collaborate with internal and external partners to deliver programs, services and outcomes.
- Clearly demonstrated skills to develop and articulate a vision and inspire its achievement.
- Demonstrated ability to foster teamwork, lead and empower teams and guide effective project management outcomes.

QUALIFICATIONS FOR SUCCESS

COMPETENCIES FOR SUCCESS



Director



Champion

WORKING CONDITIONS

Works in an office environment.

Occasional driving to other locations within and beyond County boundaries to visit public works sites and attend meetings, conferences, and hearings.