The Town of Carleton Place is located in Eastern Ontario in Lanark County, approximately 46 kilometres west of downtown Ottawa. It is situated at the crossroads of Highway 15 and Highway 7.

**SUMMARY OF DUTIES:**
1. Manages the operation of the Town’s infrastructure including sewer, water, roads, bridges, solid waste management, storm water management and fleet;
2. Develops long term policies and procedures for the Department;
3. Implements the capital program approved by Council;
4. Provides advice and technical guidance to Council and the CAO;
5. Prepares the annual works program for consideration by Council and prepares the Department’s operational and capital budgets and long-term financial plan with assistance by the Treasurer;

**QUALIFICATIONS / EXPERIENCE:**
- A professional Civil Engineer licenced by the Professional Engineers of Ontario (preferred) or minimum Certified Engineering Technologist in Civil Engineering;
- Minimum 7 years’ related experience, at least 3 of which are in the municipal sector;
- Knowledge of sewer, water, road design and construction techniques;
- In depth knowledge of legislation, regulations, policies and guidelines relating to municipal operations and infrastructure;
- Demonstrated knowledge of tendering and contract administration;
- Knowledge of computerized applications which assist engineering and Public Works' operations;

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by 1:00 PM Tuesday, March 24, 2020 quoting “Director of Public Works” Attention Human Resources by:

**Mail:** Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

**Email:** hr@carletonplace.ca
**Facsimile:** 613 257 8170

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.