



The Town of Collingwood Seeks: Manager, Public Works (Full-Time)

Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths: a vibrant downtown, a setting within the natural environment, and an extensive waterfront. This offers a healthy, affordable, and four-season lifestyle to all residents, businesses and visitors. Collingwood is located in the heart of Ontario's finest four-season destination area and offers a combination of old time charm and history with the best recreation in Southern Ontario. Live, Work and Play!

Reporting to the Public Works, Engineering and Environmental Services Director, the Manager, Public Works, is responsible for the development, implementation, and management of the Public Works (PW) Division maintenance programs including roads, sewers, sidewalks and walkways, parking lots, street lighting, traffic signals, storm water facilities, bridges, and transit facilities. The position is also responsible for: PW yard security and maintenance; fleet and equipment specifications and maintenance; associated operating and capital budget preparation / recommendation / administration; contract administration / liaison / inspection duties; scheduling and managing staff and contractors, ensuring safety standards are met; developing policies and operational procedures; monitoring / maintaining activity logs; and, for resolving concerns related to operational activities. Main duties and responsibilities are in the areas of management of PW operations, management of staff, resolution of inquiries / complaints / requests, facility / equipment maintenance, implementing programs / inspection / contractors, budgets / reports / purchasing, and legal matters.

Qualified candidates will possess a diploma in Engineering or a related field along with five (5) years construction infrastructure maintenance and management experience in public works operations. Preferred candidates will possess a Certified Engineering Technologist designation, Drainage Superintendent Certificate, or Certified Roads Supervisor designation. Thorough knowledge of road maintenance, construction and design, equipment operation and maintenance, contract administration, Occupational Health and Safety Act, WHMIS, relevant legislation/guidelines/policies and procedures, labour relations, and the local community is required.

Normal hours of work are forty (40) hours per week, usually Monday through Friday, with the requirement to respond to urgent matters as required. The salary range for this position is \$97,697.60 to \$118,705.60 per year (2018 rates).

Please refer to the Town of Collingwood website for further position details located at: www.collingwood.ca/humanresources. Interested qualified applicants are invited to forward their cover letter and resume quoting **Job #2019-06** no later than **February 19, 2019 by 4:00 p.m.** to:

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