



## Township of Elizabethtown-Kitley Director of Public Works

Reporting to the Administrator-Clerk, the Director of Public Works will provide leadership and strategic advice in the areas of roads, drainage and waste management. The successful candidate will be required to manage special capital projects and the day to day activities of the department, consultants and contractors.

The successful candidate will be a leader capable of effectively directing and mobilizing labour and equipment, planning and directing capital works projects, providing oversight for the Township's public works operations, communicating effectively with members of the public, community stakeholders and Council and directing a workforce while adeptly dealing with personnel issues.

### Qualifications:

- Minimum of 5 years related experience at a senior management level, preferable in Public Works,
- Post-secondary education in Civil Engineering Technology (CET) is considered an asset,
- Certified Road Supervisory (CRSS) or willingness to acquire an asset,
- Experience with financial and budget administration along with a proficiency in drafting tenders,
- Demonstrated supervisory knowledge including safety standards and best practices related to the Occupational Health and Safety Act and other applicable legislation,
- Strong leadership, supervisory, administration and communication skills,
- Proficiency in the use of computers and municipal software applications

Salary may vary based on qualifications and experiences of the successful candidate. The Township of Elizabethtown-Kitley offers a comprehensive benefits package. A complete job description is available on the Township's website: [www.ektwp.ca](http://www.ektwp.ca)

Qualified candidates are invited to submit a cover letter and a resume detailing their relevant education, experience and other qualification to the undersigned, marked "**Confidential, Application for Director of Public Works**" or by email, to be received no later than 4:00 p.m. on Friday March 15, 2019 in confidence to:

Yvonne L. Robert, AMCTO, AOMC, CMO  
Administrator-Clerk  
Township of Elizabethtown-Kitley  
6544 New Dublin Road  
R.R.#2  
Addison, Ontario K0E 1A0  
Phone: 613-345-7480 Fax: 613-345-7235  
Email: [yrobert@ektwp.ca](mailto:yrobert@ektwp.ca)  
Website: [www.ektwp.on.ca](http://www.ektwp.on.ca)

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Administrator-Clerk at the address indicated above. The Township of Elizabethtown-Kitley is an equal opportunity employer. Accommodations under the requirement of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*