



**TOWNSHIP OF
HAVELOCK·BELMONT·METHUEN INC. 1998**

**EMPLOYMENT OPPORTUNITY: DIRECTOR OF PUBLIC
WORKS CLOSING DATE: WEDNESDAY MAY 22, 2019**

Situated amidst scenic lakes and rivers, the Township of Havelock-Belmont-Methuen is a rural community in Peterborough County centrally located between Toronto and Ottawa on Highway 7 with an approximate permanent population of 4,523 which is augmented by 6,200 seasonal residents.

The Township is seeking a full-time permanent 'Director of Public Works'. Reporting to the Chief Administrative Officer, the incumbent is responsible for the administration, maintenance, construction and operations of all public works functions / infrastructure, including municipal road network, water and wastewater, storm water management and waste management (four transfer stations).

Duties include preparing and overseeing the annual Public Works Department Capital and Operating Budget and presenting budget requirements to Council, advocating for priorities. Experience in multi-year capital project / asset management planning, construction project management and effective application of technology. Attend Council meetings regularly to provide information and make recommendations with respect to departmental or corporate issues.

Must have post-secondary education in a field related to municipal infrastructure such as civil engineering or the successful completion of an equivalent professional training program such as the Certified Roads Supervisors (CRS) Program. Minimum 5 years' experience in management role within a municipal Public Works Department overseeing road operations, infrastructure maintenance and construction. Minimum 2 years' experience overseeing Certificates of Approval and service contracts for waste management, municipal drinking water/ sanitary sewer systems.

A valid Ontario class D Drivers' License with Z endorsement and a clean driver's abstract is required. Demonstrated skills in Microsoft Office Suite (Keystone Complete experience an asset). Strong leadership and people management skills are mandatory. The successful candidate will be responsible for complying with but not limited to the *Occupational Health and Safety Act*, *Safe Drinking Water Act Reg. 319/09*, *Highway Traffic Act* and regulatory municipal statutes / by-laws.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) and competitive salary that corresponds with education and work experience. The salary range for this position is from **\$85,333** to **\$98,642**. A detailed job posting and description can be found on the Township website at www.hbmtwp.ca. Successful candidates will be contacted and asked to attend an interview for this position on *Thursday June 6th, 2019*.

Please submit a cover letter and resume, marked '**Application for Director of Public Works**' by e-mail or regular mail no later than **4:30 p.m.** on **Wednesday May 22, 2019** to:

Pat Kemp
Chief Administrative Officer
Township of Havelock-Belmont-Methuen
P.O. Box 10, Havelock, ON K0L 1Z0
If by email send to pkemp@hbmtwp.ca

We thank all applicants and advise that acknowledgement will only be forwarded to those who are invited for an interview. *Candidates are encouraged to inform of any accommodating requests. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act to evaluate the suitability of applicants for employment only.*