



**The Corporation of the Township of Hornepayne
Requires
MUNICIPAL PUBLIC WORKS MANAGER**

The Township of Hornepayne, a small community of just under 1,000 people and located 425 kilometers northwest of Sault Ste. Marie, is currently seeking an experienced and highly motivated individual for the position of Public Works Manager. As a member of the Township's Senior Management Team the Public Works Manager will be responsible for operational oversight of all human, physical and financial resources of the Public Works Department and, as such, will function as the Public Works Department's content expert, providing strategic and operational advice to Council and the CAO on all Public Works matters. The Manager will also work in the field carrying out supervision, patrols, inspections and other duties outside of the office approximately 50% of the time.

The successful candidate will:

- Report directly to the Chief Administrative Officer/Clerk and effectively manage the Public Works Department including, but not limited to, staffing & labour relations, linear infrastructure, airport, buildings, arena, parks, cemeteries, landfill, and fleet;
- Manage the activities of all contractors and consultants engaged in Public Works activities including water and sewer contract operators, landfill and garbage collection;
- Develop, oversee and report on the implementation of annual Departmental Work Plans;
- Develop and recommend comprehensive annual operating and capital budgets for the Public Works Department;
- Work collaboratively with the Treasurer to produce annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts;
- Receive, investigate and respond to complaints within the Public Works Department's mandate;
- Prepare and present reports to Council and Township committees;
- Ensure compliance with all applicable Health and Safety regulations and statutes;
- Serve as an active member of the Township's Emergency Management Committee;
- Liaise with other levels of government and agencies on Public Works matters;
- Respond to emergencies on a 24/7 on-call basis.

Qualifications:

- Community College Diploma in Civil, Environmental or Building Sciences;
- Minimum 5 years municipal (or related) progressive experience with at least 2 years in a supervisory capacity (The Township may consider a different combination of education and experience where appropriate);
- Certified member (CET, C.Tech or A.Sc.T) of OACETT or ability to acquire full membership within a specified time frame;
- Class DZ License;
- License Level 1 Water and Wastewater Distribution Operator Status would be an asset;
- Certified Municipal Officer (CMO) or Accredited Municipal Professional (AMP) would be an asset.

The Municipality offers a compensation package based on qualifications and experience. Salary Range \$74,880 - \$85,820 (Under Review). The position is based on a 40 hour work week with evening meetings as required and emergency on-call duties.

Interested and qualified applicants are invited to submit a detailed resume and cover letter clearly marked "Application for Public Works Manager" no later than 2:00 p.m. on Monday, September 16th, 2019 to:

Gail Jaremy, CAO/Clerk Email: jaremy.hpayne@bellnet.ca
Township of Hornepayne, P.O. Box 370 68 Front Street, Hornepayne, Ontario, P0M 1Z0

A full job description is available at www.townshipofhornepayne.ca. We thank all applicants for their interest but advise that only those applicants selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection.

The Township of Hornepayne welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.