**Director of Operations & Infrastructure**  
**Closing Date – August 28, 2020**  
**Full time position**

The Township of Leeds and the Thousand Islands (Township) is a vibrant, diverse community in Eastern Ontario. We have the world renowned 1000 Islands and St. Lawrence Seaway along our southern boundary and the UNESCO designated Rideau Canal on our north. We are conveniently located within hours of two of the largest metropolitan areas of Canada as well as the eastern seaboard of the USA. We have 9,500 permanent residents, thousands of seasonal residents and welcome tens of thousands of visitors to our region every year. The Township offers its citizens a great lifestyle; with the perfect balance of heritage, culture, services, outdoor activities, and contemporary living.

**Position Summary and Qualifications**

Reporting to the Chief Administrative Officer, the Director of Operations & Infrastructure (the ‘Director’) provides the overall strategic leadership, administration and operation of the public works portfolio. The incumbent will demonstrate a high degree of integrity and maintain and project an image of trust and service to the public.

This position is responsible for leading the Operations and Infrastructure Department, including strategic planning, leadership, management and administration of a broad portfolio including all municipal infrastructure, roads, parks, facilities, fleet maintenance, capital projects, water and waste water, drainage and waste management. The Director is also an appointed role in the Community Emergency Response Plan.

The Director is a senior management position and will develop, manage and support strategies, plans, budget coordination, asset management planning and needs assessments to achieve organizational goals and objectives. The incumbent is also responsible for performing statutory duties under the Ontario Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act and all other related legislation. The incumbent will also develop, implement and ensure compliance to Township policies, procedures and industry best practices.
Qualifications for the Director position include:

- Bachelor of Engineering or other relevant discipline from an accredited University;
- Registered or licensed as a Professional Engineer (P.Eng.) in the Province of Ontario.
- Seven (7) years’ experience at a senior management level in a municipal public works environment;
- Experience preparing/analysing, and administering capital and operating budgets;
- Experience working with a unionized workforce.
- Thorough working knowledge of municipal roads, facility management, water, wastewater and solid waste management operations;
- Working knowledge of design concepts, provincial grant processes, applicable legislative/ regulatory standards, labour relations principles and practices and local government functions/ responsibilities;
- Thorough working knowledge of health and safety legislation, and safe work practices.
- Excellent analytical, problem solving, organizational, public relations, communication, project management, strategic planning, leadership and supervisory skills;
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public and community organizations;
- Availability to attend evening and/or weekend meetings and community events/programs;
- Valid Class 'G' Driver's licence;
- Driver’s Abstract in good standing required to operate Township vehicles.

The salary range for the position is $95,782 to $126,359 commensurate with your experience and qualifications. The Township offers a comprehensive benefits package and participation in the OMERS plan.

For more information and to view a detailed job description, please visit the career section of the Township’s website.

Please submit your covering letter and detailed resume in confidence to hr@townshipleeds.on.ca by 4:00 p.m. on Friday, August 28, 2020. Please quote “Competition No. 02-20” in the subject line of your email.

The Township is an equal opportunity employer. We thank all candidates for their interest; however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), accommodation will be provided upon request throughout the selection process.