



The Municipality of Highlands East
Is Currently Seeking An
Public Works Manager

Situated on the Eastern side of Haliburton County, Highlands East covers 758 square kilometers with over 70 lakes, pristine scenery and is only a 2.5 hour drive from the Greater Toronto Area. Highlands East is a predominately rural community and is comprised of the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan and Monmouth as of 2001. The hamlets of Cardiff, Highland Grove, Wilberforce, Tory Hill and Gooderham are our settlement areas.

Reporting to the Chief Administrative Officer/Treasurer, the Public Works Manager will be responsible for strategically planning, directing and supervising the municipal roads and landfill operations. The Public Works Manager will also develop, implement and administer the objectives, policies and standards as established and approved by Council, in accordance with all applicable by-laws and provincial/federal regulations.

The municipality is seeking a senior Certified Road Manager (CRS-S) with a minimum of five years' experience in a related senior municipal management position. The preferred candidate will possess additional qualifications such as Certified Engineering Technologist or equivalent college level business diploma and manager of Landfill Operations Certificate. The successful candidate will have demonstrated progressively responsible experience with budget preparation, program management, evaluation and decision making. Strong leadership and people management skills are mandatory, including the ability to administer and interpret collective agreements.

If you are interested in joining our dedicated team of municipal professionals, applications **clearly marked "Application – Public Works Manager"** may be submitted on or before 4:00 p.m., Tuesday, October 12th, 2021 via mail, in person or email. Interested applicants may submit their resume, including references, in confidence to:

Shannon Hunter, CAO/Treasurer
Municipality of Highlands East
P.O. Box 295, 2249 Loop Road
Wilberforce, ON K0L 3C0
E-Mail: shunter@highlandseast.ca

A copy of the detailed job description is available upon request or on the Highlands East website at www.highlandseast.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.

The Municipality of Highlands East is an equal opportunity employer. Applicants requiring accommodation are asked to contact the CAO/Treasurer.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Questions about this collection should be directed to Shannon Hunter, C.A.O.