



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

Township of Brock Job Posting DIRECTOR OF PUBLIC WORKS

The Township of Brock is located on the east shore of Lake Simcoe within the Region of Durham, approximately 1.5 hours northeast of Toronto. The municipality represents three distinct urban areas, numerous hamlets, and beautiful countryside. While agriculture is one of the largest employers, a full range of commercial and industrial businesses are located within the urban areas of Beaverton, Cannington and Sunderland with a population of just over 12,500.

The opportunity:

Reporting to the Chief Administrative Officer, the Director of Public Works is a key member of the senior management team, and is responsible for the leadership, direction, management, and administration of the Public Works Department. As a strategic leader, the Director provides professional guidance to Council on all Public Works matters, ensuring responsible decision making and facilitating the implementation of Council direction. The Director ensures that corporate policies are adhered to, legislative requirements are met, budget is maintained, and performance targets achieved while making key departmental policies and decisions.

Key duties and responsibilities:

- Provide management and direction for the maintenance and construction of all Public Works related infrastructure including roads, sidewalks, bridges, culverts, drainage, storm ponds, street lighting, and roadside ditches in accordance with Council bylaws and policies including the Engineering Design Standards, governmental legislation and budgetary guidelines.
- Provide guidance and direction to all department staff, as required, conduct performance reviews, assign work, schedule time off, schedule training, administer discipline and recommend to the CAO the appointment, suspension or dismissal of staff.
- Assist the Treasurer in the preparation of the capital forecast as it relates to infrastructure projects taking into consideration road conditions, usage and maintenance demands and the Roads Needs Study and the Development Charges Study.
- Prepare and direct the preparation of reports for Council and Committees of Council.
- Provide leadership and direction in the development and review of policies, procedures, standards, plans, and programs governing the department.
- Review and recommend service, maintenance and construction contracts including administration of the public tender process, consistent with Township policies.
- Respond to inquiries and investigate complaints from the public as required.
- Participate as a member of the senior leadership team providing input on corporate planning and strategic initiatives, attend department head meetings and lead and/or participate on project teams as assigned by the CAO.
- Member of the Health and Safety Committee and Emergency Operations Control Group.
- Ensure conformance to government legislation, policies, and regulations.
- Prepare annual operating and capital budgets for Council approval, including capital projects, operational services, vehicle maintenance costs, and other service areas

If this information is required in an accessible format,
please contact the Township at 705-432-2355.



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- Participate in the negotiation of the collective bargaining agreement.
- Determine the availability of grants, subsidies and other forms of funding and ensure eligibility, scheduling/timing and implementation requirements are fulfilled.
- Review engineering drawings for construction work and subdivision site inspections.

What we offer:

The Township offers quality of life outside of the city. Located at the northeastern edge of the GTA, you can enjoy the peaceful environment of a rural location with the convenience of living close to the city. We provide a flexible work environment with a small, dedicated, and supportive team environment.

This is a full-time, permanent position. The Township of Brock offers a competitive salary (\$121,726 to \$142,401) and a comprehensive benefit package as well as enrolment in the OMERS pension plan.

Our ideal candidate will have the following qualifications and skills:

- Minimum 3-year community college diploma in civil engineering or equivalent training
- Minimum of ten (10) years progressive management experience in the public works field with municipal exposure including oversight of road maintenance and development, municipal drainage, infrastructure, fleet, and asset management
- Management experience with responsibilities for leadership and direction of operations, strategic business planning, budgeting, innovation, fiscal accountability/sustainability, and human resource management within a public sector environment
- Technical knowledge of the legislation and policies that affect roads and stormwater management operations
- Experience with bids and tenders
- Excellent interpersonal and communication skills with the ability to develop effective working relationships with employees, developers, Council, and the public

How to apply:

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:30 p.m. on Friday, December 20, 2024** to:

DPWrecruitment@brock.ca

The Township of Brock is an equal opportunity employer. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require to ensure your equal participation. We thank all applicants for their interest and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

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