

EMPLOYMENT OPPORTUNITY

MANAGER OF OPERATIONS

The Municipality of Powassan is seeking candidates for the position of Manager of Operations. Reporting to the Director of Corporate Services, the successful applicant will be responsible for the planning, management, administration, operations, and maintenance of the Operations Department, which consists of the Public Works division and the Facilities division.

Major Responsibilities:

- Supervises and provides leadership to the Public Works and Facilities divisions.
- Develops, reviews, revises, and recommends departmental policies, procedures, service levels and standards.
- Reviews all new and amended legislation that may apply to the Municipality in area of responsibility, ensures compliance, and advises Council of the potential impact.
- Assesses long-term infrastructure needs, prioritizes capital projects, and assists in the development of the Municipality's asset management plan.

Minimum Qualifications:

- Minimum of five years' progressive experience in a related setting, including at least three years' experience in a leadership or supervisory role.
- Post-secondary degree or diploma in a related discipline, or an equivalent combination of training and experience.

A detailed job description is available at the Municipality of Powassan office or at <https://www.powassan.net/>. This will be a full-time, salaried position, at 40 hours per week. The salary range for 2025 is \$88,795.20 to \$110,988.80 per annum.

Applications will be accepted until: June 11, 2025, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Brayden Robinson, Treasurer/Director of Corporate Services
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
brobinson@powassan.net

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.

Municipality of Powassan MANAGER OF OPERATIONS

POSITION DESCRIPTION

REPORTS TO: Director of Corporate Services

STATUS: Full-time

DATE: May 5, 2025

REVIEW DATE:

HOURS: 40.0 hours

SUMMARY OF DUTIES:

Responsible for the planning, management, administration, maintenance, and operations of the Operations Department, which consists of the Public Works division and the Facilities division. This position fosters a culture of excellence by leading team initiatives and mentoring and empowering staff.

MAJOR RESPONSIBILITIES:

Supervisory/Management:

- Supervises and provides leadership to the Public Works and Facilities divisions of the Municipality, including associated volunteers.
- As part of the senior management team, demonstrates commitment to the values and principles of the organization and, as a change leader, fosters the development of a corporate culture based on the values and principles adopted by Council.
- Works closely with Management staff to ensure a high level of communication and coordination between departments on policy and operational issues.
- Develops, reviews, revises, and recommends departmental policies, procedures, service levels and standards.
- Ensures the annual departmental work plans are developed, implemented, monitored, evaluated, and are aligned with the long-term plan of the Municipality.
- Reviews all new and amended legislation that may apply to the Municipality in the area of responsibility, ensures compliance, and advises Council of the potential impact of new legislation, regulations, policies, procedures and guidelines.
- Recommends and ensures supervision of performance of all contracts and agreements entered into by the Municipality and implements a process to ensure all contractual obligations are fulfilled in a satisfactory and timely manner.
- Prepares written reports for Council on departmental issues and provides advice and guidance to Council on the development of plans, priorities, and policies for effective use of Municipal services.
- Assesses long-term infrastructure needs, prioritizes capital projects, and assists in the development of the municipality's asset management plan.
- Assists with interviewing and recommends hiring employees; carries out performance appraisals, directs training and development of staff, and carries out disciplinary action as required.
- Implements new technologies in line with extending the life of assets and the development of ongoing new standards.

- Develops effective working relationships with all other staff, members of Council, all appropriate agencies, business associations, boards, commissions, other municipalities, provincial and federal government departments, and other organizations with an interest in the Municipality.
- Ensures all public requests and concerns are handled effectively and efficiently, and in line with Municipal policy.
- Evaluates and responds to operational challenges and opportunities for improvement.
- Monitors safety compliance and initiatives.

Operations Management:

- Manages inventory of equipment, supplies and materials required for maintenance and construction programs and makes recommendations to Council on the purchase of materials and equipment.
- Supervises the construction, inspection, and maintenance of all municipal roads, bridges, sidewalks, culverts, ditches, streetlights, public buildings, water, wastewater, line inspections, flushing, sewer, storm sewer, etc. in line with legislative requirements.
- Oversees the design and maintenance of all municipal facilities.
- Prepares tenders and contracts for various assigned activities and administers construction.
- Ensures adherence to and compliance with all related legislative and regulatory standards such as Occupational Health and Safety, MTO, CVOR, OPSS, MOE, NMBCA, MNR, MOL and WDO.
- Directs and oversees new construction and construction administration.
- Manages, monitors, and reports on landfill site operations.
- Works with consultants to make recommendations regarding waste and recycling operations to extend the life of waste site and increase recycling.
- Works with the Treasurer in the development of annual capital and operating budgets, authorizes budgeted expenditures, and develops an appropriate user fee schedule.
- Reviews and makes recommendations on planning applications, new entrances, civic addressing, lot grading, drainage plans, and new development proposals affecting Municipal services.
- Liaises with Division leads to manage daily operational challenges.
- Ensures the implementation of preventative maintenance and inspection programs.
- Ensures adequate notice is provided to residents impacted by infrastructure projects.
- Responsible for project management for special events, fundraising and special committee meetings while also ensuring Health and Safety rules, Ministry of Labour rules, and Alcohol and Gaming rules are followed.
- Develops and recommends cost efficiencies for operations and capital expenses.
- Maintains and reviews operational logs.
- Oversees the installation, maintenance, and repair of mechanical equipment.
- Ensures maintenance standards for fire and safety conditions and arranges inspections for Municipality.
- Resolves contract disputes.

Administration:

- Responds to and follows up on correspondence.
- Develops and submits a variety of reports in accordance with Municipal and government requirements, policies, procedures, and regulations.
- Acts as project manager for strategic initiatives and plans.
- Complies with all health and safety policies and privacy procedures of the Municipality and identifies areas to address in order to maintain a safe and healthy workplace.
- Ensures all reporting staff and volunteers are appropriately trained in their tasks and responsibilities.
- Schedules staff as required.
- Attends Council, Department Head, and other meetings as required.

Other Duties:

- Complies with all relevant Municipal policies and procedures, including but not limited to the Code of Conduct and Respect in the Workplace policy.
- Contributes to a strong and integrated Municipal team through positive attitude, training, and creativity.
- Performs other duties as assigned by Supervisor.
- Complies with all Health and Safety practices relating to work, standard operating guidelines, and the Occupational Health and Safety Act.

SKILLS:

a) **Education:**

- Post-secondary degree or diploma in a related discipline, or an equivalent combination of training and experience.
- Minimum of five years' progressive experience in road operations or facilities management, preferably in a municipal setting, including at least three years' experience in a leadership or supervisory role.
- Health and Safety certificate.
- WHMIS and other job-specific industry training.

b) **Knowledge:**

- Thorough knowledge of provincial and municipal bylaws, regulations, statutes, codes, and standards that apply to the range of services provided by the department.
- Demonstrated management, organizational and leadership ability, highly developed communication skills, knowledge of public needs as well as working knowledge of Provincial legislation that affects the Municipality.
- Good understanding of policies and procedures and the capability of researching and writing policies, procedures, bylaws, reports, etc.
- Good public and interpersonal skills to clarify facts, provide accurate information and respond to complaints in a timely manner.
- Good project management and human resource management skills.
- Leadership, negotiation, and people management skills.
- Ability to work effectively with members of Council, staff, and the public.

- Strong research skills.
- Good records management skills.
- Ability to interpret blueprints and design specifications.
- Good working knowledge of finance and budgeting.
- Demonstrated project management and change management experience.
- Ability to think and act strategically in a political and community service environment.
- Knowledge of health and safety regulations, procedures and guidelines.
- Computer literacy utilizing word processing, spreadsheet, presentation, and database software.
- Ability to multi-task and stay focused.
- Excellent client service skills.

c) **Language Communication (Sensitivity, Confidentiality):**

- Well developed oral communication skills dealing with complex, technical, and confidential information.
- Excellent listening and recording skills dealing with complex and technical information.
- Good problem solving and well-developed public relations skills.