

## **Township of Douro Dummer Is Seeking Applications for the Position Of Manager of Public Works**

As a result of an upcoming retirement, the Township is seeking a **Manager of Public Works** who will, as part of the Management Team, be responsible for the efficient and effective planning, development, administration and budget management of the Public Works Department. In addition to managing the operation of the Public Works Department, this position is also accountable for the maintenance of Public Works Department buildings and gravel pits; the maintenance and operation of the Transfer Station and closed municipal waste sites; and oversees the completion of road maintenance and construction projects.

Qualified applicants will possess the following:

- Post-Secondary education in a related field, or equivalency, with specialized course work including completion of all 3 levels of the Certified Road Supervisors program.
- A minimum of 5 years' experience in a management role, preferably within a municipal public works department overseeing roads operations, infrastructure maintenance and construction.
- A minimum of 2 years' experience overseeing Environmental Compliance Certificates and service contracts for waste management.
- This position also requires qualified candidates to have a Class "D" driver's licence with "Z" endorsement.

The ideal candidate will be expected to manage and oversee the work of others, while using initiative and good judgment in carrying out the duties of the position. The person must be flexible, adaptable and possess excellent organizational and communication skills, both written and verbal. A proven ability to manage several projects simultaneously is a must. The person requires superior interpersonal and leadership skills and must act professionally in providing service to the public and as a representative of the municipality.

The present (2020) salary range for this position is (\$87,993 - \$103,509) based on a 40-hour work week. This position will be presented as a 12-month contract with the opportunity for a potential extension.

A detailed job description is available on our website [www.dourodummer.on.ca](http://www.dourodummer.on.ca).

Qualified candidates are invited to apply via cover letter and resume by 12 noon, Friday February 7<sup>th</sup>, 2020 to:

Martina Chait-Hartwig, Temporary C.A.O  
Township of Douro Dummer  
894 South Street, P.O. Box 92  
Warsaw, Ontario K0L 3A0  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)  
705-652-8392 x 210

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process. Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.