

## City Of Kenora General Manager – Public Works

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

<b>DEPARTMENT</b>	Engineering & Infrastructure	<b>HOURS OF WORK</b>	Monday - Friday
<b>CLASSIFICATION</b>	Divisional Management	<b>SALARY</b>	\$122,839

Reporting to the Director of Engineering & Infrastructure, the General Manager of Public Works will be responsible for overall direction and management of the Public Works Division including Underground Services (sewer and water), Roads Maintenance, Parks Maintenance, and Cemetery Operations. Duties will include preparing annual division budget including multiyear capital and operating forecasts; preparation of reports; ensuring compliance with regulatory requirements, contract administration, and development of maintenance plans for existing infrastructure, and asset management functions.

This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### **The General Manager of Public Works will:**

- Provide technical guidance, engineering direction, and leadership support to staff responsible for the management and administration of divisional projects, linear and physical assets including underground, roadway and sidewalk, and parks and cemetery infrastructure.
- Prioritize rehabilitation and reconstruction of existing infrastructure through analysis of asset condition and service impacts, and development of maintenance management programs including prioritizing and reviewing inspection and maintenance reports in conjunction with the Engineering Division and Asset Management Coordinator
- Oversee the process for long and short term planning for service delivery including conceptual designs of upgrades and improvements, and ensures compliance with provincial and federal regulations
- Oversee the procurement and provision of various service contracts by external consultants and contractors for projects as required, environmental studies, equipment tenders, service contracts and/or other agreements related to projects and operations within the department. Monitors progress ensuring contract specifications are adhered to, negotiating changes, and resolving disputes or problems.
- Develop and implement strategies, goals and objectives to address service levels including monitoring performance standards, revising and implementing systems and processes and reviewing activity levels.
- Oversee, review, and approve various technical studies for the department
- Prepare and recommend annual budgets, long-range forecasts, and business plans for the department.
- Administer and monitor the approved budget and expenditures related to the department to ensure effective and efficient use of resources and provide expenditure updates/reports to the Director when required
- Lead master plans related to transportation, parks and open space, and underground services.
- Manage department staff, which involves conducting performance appraisals, coaching/mentoring, succession planning, training and development, labour relations matters, and the application of discipline.
- Monitor and approve work schedules for department staff while ensuring operational service levels are maintained
- Prepare administrative reports for presentation to Senior Management and Council in a timely manner, recommend new/amended by-laws and/or policies.

### **Qualifications:**

- Post-secondary education with specialization in Civil or Environmental Engineering or Engineering Technology, Environmental Sciences or related field of study.
- Minimum seven (7) years experience with focus on the operation and maintenance of transportation, park, and water and sewer infrastructure.
- 5 years' supervisory experience with an ability to develop and mobilize people to achieve a shared vision and implement strategies.
- Demonstrated knowledge of best practices as applied to the design and implementation of various municipal works; including snow and ice control, roadway and sidewalk maintenance, water and sewer maintenance, parks and cemetery management and maintenance.
- Must possess valid 'G' class driver's license and have access to a reliable vehicle
- Experience in the preparation of operating and capital budgets, forecasting, expenditure management.
- Knowledge of applicable legislation such as Municipal Act, Minimum Maintenance Standards, Environmental Protection Act, Safe Drinking Water Act, Ontario Water Resources Act, Source Water Protection legislation, MECP regulations and design standards, Occupational Health & Safety Act, and any other associated regulations.
- Computer literacy skills including Microsoft Office applications, and various work management or asset management software.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, external contractors, and the general public

- Well-developed organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast pace environment with flexibility to changing priorities

Qualified applicants are invited to submit a cover letter and current resume to no later than **end of day September 22, 2023** to:

<https://kenora.bamboohr.com/careers/52?source=aWQ9OA%3D%3D>

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted.