



The Corporation of the Township of Moonbeam Employment Opportunity

The Municipality of Moonbeam is seeking an individual for the position of
Public works Operation Manager

Reports to: CAO/Clerk Treasurer	Status: Permanent Full time
Department: Public Works	Type: Annual Salary starting at 87 000\$

Function

Reporting to the Chief Administration Officer, the Public Works Operation Manager is responsible for effectively and efficiently directing and supervising all activities of the Public Works Department.

Job Summary

- The Public Works Operation Manager is responsible for developing and implementing strategic short-and long-term business strategies to ensure that Public Works related activities meet the needs of the community and Corporation, and to ensure that business plans are effectively managed and economically feasible.
- Prepare and manage the operational and capital budgets of the department;
- Oversee, design and supervise the engineering, construction and maintenance of capital and special projects including the preparation of estimates and tender documents;
- Oversee contract agreements for engineering services, infrastructure projects and other public works projects;
- Assign job responsibilities within the department;
- Responsible for job performance reviews of departmental staff.
- Ensure compliance with applicable legislation;
- Maintain discipline and morale of the department;
- Keep informed about changes in equipment, methods of operation to ensure the department is able to maintain and improve the level of service to the community;
- Discuss with the CAO the activities of the department to ensure these are consistent with the goals and objectives of the municipality;
- Meet regularly with departmental foreman to ensure that procedures and goals are being adhered with;
- Recommend to Council hiring of personnel as required;
- Attend Council and departmental meetings;
- Perform other related duties which may be assigned by Council and the CAO.

Qualifications:

- University or College Degree in Civil Engineering or equivalent or between 5 and 7 years of experience in a similar role
- High knowledge level of Microsoft Office suite

- Ability to develop and analyze business plans
- Ability to identify and promote community economic development projects and initiatives
- Excellent written and verbal communication skills in both French and English
- Excellent presentation skills
- Strong interpersonal skills

Interested applicants should remit an application form, their resume and cover letter at the latest on May 27, 2022 before 4:30 p.m. at the following address:

**Brigitte Gravel, Acting Clerk Treasurer
Municipality of Moonbeam
53 St. Aubin, PO Box 330
Moonbeam, ON P0L 1V0
Tel: 705-367-2244 Fax: 705-367-2610
bgravel@moonbeam.ca**

Only selected candidates will be contacted for an interview.