



THE CORPORATION OF THE TOWNSHIP OF NORWICH

EMPLOYMENT OPPORTUNITY

Full-Time Position

MANAGER OF PUBLIC WORKS

The Township of Norwich with a population of 11,001 is one of five rural Townships within the County of Oxford. The Township is currently seeking a self-motivated, highly organized individual for the full-time position of Manager of Public Works. This position will report directly to the CAO/Clerk.

Qualifications and Responsibilities include but are not limited to:

- Minimum of 5-10 years municipal Road System management
- Certified Roads Supervisor (CRS) certification
- A degree or diploma as Civil Engineering Technology (C.E.T) or equivalent, is preferred
- Extensive knowledge of the general management principles and theories that relate to the programs and services provided by a municipal works department
- Extensive experience in road maintenance and construction methods
- Rural municipal experience in an unionized environment is an asset
- Excellent organizational, supervisory and time management skills
- Thorough understanding of mechanical procedures maintenance and repair procedures to ensure operator safety while working
- Exemplary communication (both verbal and written), public relations, and conflict resolution skills
- Working knowledge of various provincial legislation, i.e., WHMIS, Occupational Health & Safety Act, Minimum Maintenance Standards, Environmental Protection Act, etc.
- Thorough knowledge of the municipal budgeting practices and processes
- This position will also serve as the Alternate Community Emergency Management Co-ordinator (CEMC) for the Township

Please view a detailed job description which is available on our website at www.norwich.ca or upon request.

A comprehensive benefit package and salary range will commensurate with your experience and qualifications.

Applicants must indicate how they meet the minimum qualifications in their resume.

Please submit your cover letter and resume in confidence by **4:30 p.m., Thursday, July 29th, 2021** to:

Mary Winegarden, Human Resources Co-ordinator
285767 Airport Road, Norwich, Ontario N0J 1P0
(519)468-2410 Ext. 225 or mwinegarden@norwich.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation required.