



## **Employment Opportunity - Operations Manager**

The Public Works Department is seeking a full time Operations Manager.

Reporting to the Director of Public Works, the Operations Manager leads the day-to-day operations of the Roads Department. Key areas of responsibility include road and bridge maintenance, fleet management and winter control operations. The Operations Manager plans, co-ordinates and monitors daily operations, ensures supervisory and safety components are met and responds to public inquiries on a regular basis. The Operations Manager is required to be on-call and work unusual/extended hours as required.

### **Minimum Qualifications:**

- Certified Engineering Technician/Technologist (C. Tech./CET) from OACETT or Certified Road Supervisor (CRS-I, CRS-S) from AORS.
- A minimum of five (5) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of unionized staff and the administration of employment policies.
- Valid "DZ" Driver's Licence for the Province of Ontario.
- An excellent knowledge of road infrastructure and maintenance activities.
- A demonstrated knowledge of Digital Road Patrol software and AVL systems.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act.
- A demonstrated knowledge of CVOR record keeping and renewals.
- Excellent knowledge of roads department processes, procedures, policies, directives and guidelines.
- Thorough knowledge of equipment, vehicles and materials used in roads programs and services.
- A demonstrated management, organizational and leadership ability.
- Excellent supervisory skills and competence in the interpretation and application of employment policies, regulations, acts, guidelines and a Collective Agreement (CUPE).
- Proficiency and experience with Microsoft Office Suites and databases.
- Flexible, adaptive and responsive to change.

### **Preferred Qualifications:**

- ) A post-secondary education in Civil Engineering or a related field.
- ) Certification in; Chainsaw, CPR/First Aid and/or Working at Heights, or a willingness to complete.
- ) A knowledge of other Public Works operations.

Salary will commensurate with experience and skills.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Criminal Record and Judicial Matters Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Please refer to the Position Description for further requirements and accountabilities, obtained on our [website at www.mindenhills.ca](http://www.mindenhills.ca), or by contacting the Deputy Clerk at [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca) or 705-286-1260 ext. 513.

This is an open call for applications until the position is filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

**Employment Opportunity - Operations Manager**

Township of Minden Hills  
7 Milne St, PO Box 359  
Minden, ON K0M 2K0

**Attention: Shannon Prentice, Deputy Clerk**  
**Email [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)**

We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.

*If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.*