



VILLAGE OF POINT EDWARD

DIRECTOR OF OPERATIONS

The Village of Point Edward is seeking applications for a motivated and skilled professional to join our management team to manage and oversee the Operation Department, which includes Public Works and Arena, as well as the Environmental Services Department, which covers water, wastewater, and storm water.

The Director provides technical expertise plus management and practical knowledge in the decision-making process of the department and is responsible for administering and directing capital spending, budgeting, project management, staff resources, time management, operational efficiency, health and safety training and compliance plus the ongoing cost effective and timely maintenance of municipal infrastructure including our Point Edward Memorial Arena and all infrastructure related to Public Works and Environmental Services operations.

Knowledge of current legislation and policies and procedure for public works, arena, parks and water, wastewater and stormwater are desired characteristics. The candidate must ensure compliance with current and relevant regulations, programs and policies including, but not limited to Provincial Minimum Maintenance Standards, the Highway Traffic Act, Municipal Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Commercial Vehicle Operators Regulations, Technical Standards and Safety Authority, the Environmental Protection Act, The Safe Drinking Water Act and any other pertinent legislation. The successful candidate must be familiar with the process of contract administration, tendering and budgeting. The Director must be committed to performance management through their own professional development and that of their team.

The ideal candidate will possess the following skills:

- Strong communicator with excellent interpersonal, organizational, leadership, analytical and customer service skills;



- Ability to represent the Village in a professional manner and the ability to communicate effectively with staff, peers, members of Council, suppliers, contractors and the public while expressing ideas and solutions clearly and effectively verbally and in writing;
- Proven management proficiency and experience leading teams in a unionized environment;
- Qualified to conduct training, distribute work efficiently, complete Performance Management tasks, and provide instruction, feedback and motivation while ensuring adherence to all current health and safety protocols;
- Excellent report writing skills for memos, emails, policies and procedures;
- Proficiency in the use of computers including knowledge of Microsoft Office products and other software deemed necessary;
- Glass G drivers license with excellent driving record;

The following qualifications are considered an asset:

- Post secondary education in Public or Business Administration, Applied Sciences or Engineering, or related experience;
- 5 years experience or more in a senior municipal supervisory position, or comparable experience;
- Hold a Certified Roads Supervisor (CRS) designation;
- Refrigeration Certificate or relevant experience related to recreational ice refrigeration;
- Working knowledge of Geographic Information Systems (GIS) mapping for municipal departments and services and Municipal Work and Asset Management Platform (MESH);
- Higher classes of drivers license;
- Water or wastewater licences;
- Knowledge of or familiarity with our unique and “Progressively Independent” Village.

The salary range is \$97,601.79 to \$124,442.28 per annum plus a comprehensive benefits package. After hours work may be required to attend emergency calls and



weather-related issues. Attendance at Council and committee meetings is mandatory.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on Friday, September 8, 2023 to:

Jim Burns, Chief Administrative Officer/Clerk
Village of Point Edward
135 Kendall Street, Point Edward, ON N7V 4G6
E-mail: jburns@villageofpointedward.com

The Village of Point Edward is an equal opportunity employer and we are committed to providing accommodations for people with different abilities. If you require an accommodation, we will work with you to meet your needs. This information can be provided to you in a different format, should you require it.

Personal information required by this posting/advertisement is collected under the Authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, Chapter M.56, as amended. The treatment, storage and handling of personal information is guided by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56 as amended and will be used in reviewing applications. Questions about this collection should be directed to the Clerk of the Village of Point Edward, 135 Kendall Street, Point Edward, ON, N7V 4G6. Phone number 519-337-3021.

While your application is appreciated, only those selected for an interview will be contacted.

A full version of the job description is available on the village website at