



Director of Public Works

Permanent Full-time

Salary: \$134,236 annually

The City of Elliot Lake is seeking a strategic and experienced Director of Public Works to oversee the critical infrastructure and services that sustain our community. Reporting to the CAO, you will lead a diverse department encompassing water/wastewater treatment, roads, fleet, transit, airport, and solid waste management. This executive role is responsible for ensuring regulatory compliance, safeguarding public health, and managing multi-million dollar capital and operating budgets to align with long-term corporate goals.

What You Will Be Doing:

- **Strategic Leadership:** Oversee all Public Works operations, including environmental services, fleet maintenance, municipal facilities, and the City's transit and airport systems.
- **Financial Management:** Prepare and manage departmental operating and capital budgets; develop long-range plans for infrastructure replacement and asset management.
- **Regulatory Compliance:** Ensure all facilities and services meet Federal and Provincial legislation, specifically regarding water/wastewater standards, AODA compliance, and Ministry of the Environment regulations.
- **Contract Administration:** Manage tenders, agreements, and advertisements for public works projects; oversee external service providers to ensure Minimum Maintenance Standards are met.
- **Team Management:** Directly lead a management team and oversee approximately 60 unionized staff members, fostering a positive, productive, and safe work environment.
- **Public & Council Relations:** Act as a key advisor to the CAO and Council; prepare technical reports and represent the City in public inquiries and media communications.

What You Bring to the Table:

- University degree in Engineering, Municipal Administration, or a related field (or equivalent combination of education and experience).
- Minimum of five (5) years in a senior management role within Public Works, preferably within a unionized municipal environment.
- Deep knowledge of water/wastewater utilities, road maintenance, solid waste management, and fleet operations.
- Proven ability in budget administration, long-term capital planning, and analyzing productivity to ensure economical performance.
- Exceptional verbal and written skills for engaging with Council, stakeholders, and the public with professionalism and transparency.
- Valid Ontario Class "G" driver's license with a clean record; proficiency in Microsoft Office; and the flexibility to respond to after-hours emergencies.
- **Assets:** Provincial certifications in Water/Wastewater (Class 2/3), CRS designation (AORS), or First Aid/CPR certification.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job—you're becoming part of a team that shapes the culture and community spirit of our city. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of making a real impact on public life in Elliot Lake.

CLOSING DATE: April 10, 2026

Ready to Make a Difference? To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
POSITION DESCRIPTION**

POSITION: Director of Public Works

DATE PREPARED: July 25, 2023

REVISION DATE: October 01, 2025

REPORTS TO: Chief Administrative Officer

DEPARTMENT: Public Works

MAIN FUNCTION:

Reporting to the Chief Administrative Officer (CAO), oversees all Public Works operations, including the Water and Wastewater Treatment Plants, Lift Stations, Water Storage Facilities, Sludge Disposal Site, Roads Maintenance, Fleet, Solid Waste Management, Airport, Non-recreational Facilities, and Transit areas. Ensures compliance with all applicable legislated and regulatory requirements to safeguard public health and safety, while planning, and managing municipal services to align with corporate goals.

PRIMARY DUTIES

General

- Collaborates with the Manager of Public Works & Manager of Environmental Services, and other team members to plan and schedule annual, monthly and weekly schedules in accordance within budgetary constraints, ensuring work is completed efficiently.
- Oversees and implements department maintenance programs for fleet, equipment, buildings and grounds, including capital replacement and rental rates while administering contracts for optimal value.
- Recommends improvements and standard operating procedures to the CAO.
- Analyses productivity and cost to ensure economical performance.
- Implements and monitors preventive maintenance programs for all operational areas.
- Controls purchasing needs by researching specifications and obtaining quotes in accordance with the City's purchasing policy.
- Maintains an inventory of municipal infrastructure and deficiency lists for accurate budget planning and forecasting.
- Monitors, and controls warehousing needs for the Corporation.
- Provides services in accordance with established Corporate policies and Federal and Provincial legislation and regulations.

- Collaborates with government agencies and utility providers to ensure effective management of departmental operations and regulatory compliance.
- Attends management meetings, providing ongoing advice to the CAO.
- Attends Council, Senior Management Team and committee meetings as required and may represent the City at various events.
- Prepares and presents reports to Council as required.
- Maintains a thorough understanding the City's Safety Manual and the applicable legislation.
- Responds to after-hours emergency calls for service as required.
- Prepares, presents and manages operational and capital budgets for the departmental areas.
- Monitors expenditures for budget compliance, reporting significant variances to the Treasurer.
- Develops long-range plans for capital expenditure budgeting.
- Ensures accounting practices align with standards set by the Municipal Treasurer and auditor.

Public Works Department

- Prepares and manages all agreements, tenders and advertisements related to Public Works
- Administers agreements and contracts with external service providers and ensure infrastructure maintenance meets Minimum Maintenance Standards.
- Prepares and administers the operating and capital budgets for the Public Works Department and any subsidy applications to the senior levels of government.
- Manages all activities related to solid waste management, including landfill oversight and compliance with regulatory reporting requirements.

Fleet

- Ensures all fleet maintenance adheres to provincial regulations and develop plans for vehicle replacement based on the Asset Management Plan.
- Promotes efficient fleet operations.

Facilities

- Prepares agreements related to municipal facilities, manage capital.
- Ensures facilities comply with AODA standards and provide recommendations for necessary improvements.

Transit

- Prepares agreements, tenders and advertisements associated with the operation of the Transit System.
- Administers the agreement with the Transit Operator.
- Prepares and administers the operating and capital budgets for the Transit System and any subsidy applications to the senior levels of government.
- Prepares and submits any required statements, reports or statistical information.

Water and Wastewater Utilities

- Ensures operation of water and wastewater facilities meet all applicable regulations and policies.

- Prepares agreements, and manages quality assurance for utility operations, including reporting to regulatory bodies.

Airport:

- Maintains safety systems for air traffic and ground control and oversees maintenance of airport facilities.
- Ensures compliance with air regulations and manages invoicing for airport users.

Public Relations:

- In collaboration with the CAO addresses public inquiries, concerns and complaints in a timely manner, documenting all interactions for future reference.
- Provides information to the media, members of the public, local businesses as needed, ensuring transparency and effective communication.

QUALIFICATIONS

Education and Training:

- A minimum of a University degree in a related field (Engineering, Municipal Administration, etc.) or an equivalent combination of education, and experience.
- Provincial certification in water and wastewater operations (Ministry of the Environment Wastewater Operator Certificate of Competency Class 3, Water Treatment Operator Certificate of Competency Class 2) considered an asset
- Collective System Operator Certificate of Competency Class 2 - considered an asset
- Association of Ontario Roads Supervisors CRS designation considered an asset.

Experience:

- Minimum five (5) years of relevant experience in a management role within public works or a related field, including experience working and managing in a unionized environment.

Knowledge, Skills & Abilities:

- Knowledge of applicable legislation and related regulations.
- Technical expertise in water treatment, sewer collection, solid waste management, and road
- Proven ability to develop short and long term plans and make informed policy decisions.
- Demonstrated critical thinking, analytical thinking, conflict management, and team building skills.
- Proven capacity to independently identify issues, plan improvements, measure success and continue improvement.
- Established expertise in developing, monitoring, administering, and reporting on budgets.
- Excellent verbal and written communication skills, with the ability to engage effectively with diverse stakeholders.
- Strong interpersonal skills and adaptability to various management styles.
- Must possess a valid Province of Ontario Class "G" driver's license and have an acceptable driving record.
- Valid certification in Standard First Aid & CPR Level "C" + AED is an asset.
- Proficiency in Microsoft Office Suite, particularly Word, Outlook and Excel.

Supervisory Responsibilities:

- Responsible for overseeing approximately 60 full-time and part-time unionized employees, and two (2) managers while directly managing team leaders to ensure a positive and productive work environment.

PERSONAL SUITABILITY:

- Ability to develop partnerships and collaborative processes across the organization.
- Demonstrated ability to take appropriate action to resolve workplace related issues and problems.
- Demonstrated commitment to ongoing professional development.
- Demonstrated professionalism when dealing with confidential and sensitive issues.
- Demonstrated positive work record and excellent attendance record.
- Ability to meet the physical and sensory demands of the job.

Working Conditions:

- Primarily office-based, with some responsibilities requiring fieldwork and travel to various worksites and locations.
- Flexibility to respond to emergency situations is essential.