



## **TOWNSHIP OF WHITE RIVER**

*We are currently seeking qualified candidates for the following position,*

### **Director of Operations (Full Time)**

The Township of White River is located within the District of Algoma (near its border with the District of Thunder Bay) along Trans-Canada Highway 17 in Northern Ontario. The Township is seeking a Director of Operations to provide sound leadership and management of all municipal infrastructure and related services. This is a senior management position.

The Director of Operations plans, organizes, supervises, implements, and performs activities related to the physical operations of the Municipality. These activities are vital to many aspects of municipal operations, including: asset management, health and safety of (internal and external), municipal law enforcement, roads, cemeteries, streetlights, waste collection, landfill site operations, water and wastewater treatment systems (including the lagoon site), public works operations, recreational facilities operations, asset management, and some project management (facilitated by externally contracted engineers).

The Director of Operations will demonstrate excellent interpersonal and communication skills, be capable of independent judgement and possess a strong sense of initiative and leadership. These skills will be required to supervise subordinates, build and maintain a positive work environment, manage contractors/consultants and develop strong inter-department relations. They will respond to concerns and complaints by residents in a positive and courteous manner. Proper record-keeping is essential for health and safety, asset management, law enforcement, and liability protection for the Municipality, and is an essential aspect of this role.

The Director of Operations is responsible for organizing safe and efficient day-to-day operations of the public works department. They provide supervision, direction and operational planning and will be responsible for purchasing goods and services related to specific projects. They will develop and manage a working inventory of materials required for routine maintenance of community infrastructure. As a member of the senior management team, budgetary preparation and management, as well as regular reports to Council are required. These obligations include attendance at meetings outside of regular business hours.

#### **Qualifications:**

The successful candidate must have:

- a valid driver's license;
- a clean driver's abstract;
- a clean criminal record;
- management, leadership, communication, and interpersonal skills;
- the ability to manage schedules, workloads, vacation time requests, and day-to-day operations;
- basic knowledge of municipal operations with some demonstrable and relevant public works, construction, or maintenance experience;
- willingness to take training for any relevant skills that may be lacking in their experience; and
- record-keeping, computer and organizational skills.

The ideal candidate will have:

- experience in budgeting and forecasting (with some financial management skills)
- the ability to anticipate needs, think critically, and offer solutions to problems professionally and with confidence;
- 5 years' supervisory experience in public works, construction and/or maintenance activities;
- knowledge of applicable legislation (Municipal Act (including minimum maintenance standard regulations), environmental legislation, Occupational Health & Safety Act, etc.);
- strong computer literacy skills (Microsoft Office applications as well as work-specific applications); and

- a relevant post-secondary degree (or equivalent), with supplemental specialized courses.

Interested candidates are required to submit a cover letter and a resume no later than Thursday, November 28<sup>th</sup>, 2024, at 3:00 pm to: Township of White River, 102 Durham Street, PO Box 307, White River, Ontario P0M 3G0 Email: [deputytreasurer@whiteriver.ca](mailto:deputytreasurer@whiteriver.ca) .

For more information call (807) 822-2450 x205

We thank all applicants for their interest but only those selected for an interview will be contacted.

Please note that: The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require accommodation, we will work with you to meet your needs. Personal information is collected under the authority of the Municipal Act and will be used solely to determine eligibility for potential employment.