

EMPLOYMENT OPPORTUNITY

MANAGER OF OPERATIONS

The Municipality of Powassan is seeking candidates for the position of Manager of Operations. Reporting to the Director of Corporate Services, the successful applicant will be responsible for the planning, management, administration, operations, and maintenance of the Operations Department, which consists of the Public Works division and the Facilities division.

Major Responsibilities:

- Develops, reviews, revises, and recommends departmental policies, procedures, service levels and standards.
- Reviews all new and amended legislation that may apply to the Municipality in area of responsibility, ensures compliance, and advises Council of the potential impact.
- Assesses long-term infrastructure needs, prioritizes capital projects, and assists in the development of the Municipality's asset management plan.
- Liaises with Division leads to manage daily operational challenges.

Minimum Qualifications:

- Minimum of five years' progressive experience in a municipal or related setting.
- Post-secondary degree or diploma in a related discipline, or an equivalent combination of training and experience.
- Certified road supervisor accreditation an asset.

A detailed job description is available at the Municipality of Powassan office or at <https://www.powassan.net/>. This will be a full-time, salaried position, at 40 hours per week. The salary range for 2024 is \$87,235.20 to \$109,033.60 per annum.

Applications will be accepted until: April 26, 2024, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Brayden Robinson, Treasurer/Director of Corporate Services
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
brobinson@powassan.net

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.