



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **MANAGER OF PUBLIC WORKS**

#### **PERMANENT, FULL TIME (1 EXISTING VACANCY, 40 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Managing Director of Infrastructure Services, the Manager of Public Works is responsible for the leadership, administration, and operational oversight of the Township of Centre Wellington's Public Works division. This position oversees the year-round maintenance operations required to keep the Township's roads, sidewalks, rights-of-way, drainage systems, fleet, and cemeteries safe, functional, and well-maintained.

Working in a fast-paced, team-oriented environment, the incumbent is responsible for accomplishing departmental goals and objectives within the framework of the Township's strategic plan, directing and managing resources, establishing and monitoring budgets, and ensuring compliance with all applicable municipal, provincial, and federal legislation. The Manager of Public Works advises the Managing Director of Infrastructure Services on policy and procedure development and implementation, short- and long-range operational planning, work plans, budget preparation, administration, personnel management, and operational direction of the Public Works division.

### **Main Duties and Responsibilities**

#### **Leadership and Direction**

- Provides leadership and direction to supervisory and supporting staff in the implementation of the road and rights-of-way operations and maintenance functions.
- Plans, prioritizes, organizes and monitors the overall work of the Public Works division, including roads and rights-of-way, fleet, cemeteries, and drainage.
- Participates in the development and review of policies, procedures, standards, plans, and programs governing the Public Works division to meet required service levels.
- Provides recommendations related to maintenance and construction requirements, including methods, materials and priorities.
- Develops, implements and monitors both the short-term and long-term plans, goals, and objectives, focusing on the achievement of the Township's strategic plan and Council's priorities.
- Advises the Council, Senior Management Team, Managing Director of Infrastructure Services, citizen groups, residents, business owners, consultants, and contractors on priority issues and directives.
- Keeps up to date with new technological advances, systems, and methodologies to provide efficient and effective services to the municipality and implements as appropriate.
- Performs other related duties as assigned by the Managing Director of Infrastructure Services.

### **Division Planning and Coordination**

- Oversees supervisors, equipment operators, technologists, and support staff assigned to the Public Works division.
- Completes performance reviews, establishes performance requirements, and develops goals and objectives for direct reports and operations staff.
- Supports the Supervisors of Public Works in resolving employee and human resource issues in collaboration with the Human Resources division, as necessary.
- Recommends staffing levels, recruitment, discipline, performance evaluations, and staff training and development activities.
- Chairs regular staff meetings and participates in the Interdepartmental Team and Infrastructure Services Leadership Team.
- Creates and maintains a positive and respectful workplace environment.

### **Asset Management and Financial**

- Assists in the development of the Operating and Capital Budgets for the Public Works division.
- Coordinates inspection and scheduling of contracted maintenance and construction activities.
- Maintains departmental fleet, including vehicles and equipment, and is responsible for acquisition, maintenance, and disposal.
- Ensures all Public Works assets (facilities, fleet, and equipment) are properly maintained and in a good state of repair through the development and implementation of preventative maintenance plans.
- Establishes appropriate levels of service for division tasks and identifies resources necessary to accomplish targeted service levels.
- Approves expenditures in accordance with budgetary guidelines and limitations.
- Monitors budget status and variances regularly and works with Finance staff on budget control.
- Provides regular updates on the condition of municipal assets to asset management staff.
- Assists the Managing Director of Infrastructure Services in identifying future Public Works needs during the preparation of Operating and Capital Budgets.

### **Public Works Operations**

- Develops and coordinates the implementation of the Division's annual road program, including contract preparation for such items as winter sand, surface treating, maintenance gravel, and line painting.
- Oversees the implementation of pavement markings, crossroad and driveway culvert replacements and maintenance, dust suppression, drainage improvements, and turf and vegetation maintenance.
- Monitors and forecasts expenditures related to road and rights-of-way maintenance and general operation activities.
- Arranges appropriate inspection and scheduling of contracted maintenance and construction activities.
- Liaises with MTO, OPP, Fire, Emergency Services, and bus transportation companies regarding road conditions and closures.
- Prepares reports to Council and Advisory Committees and attends Council and Advisory Committee meetings as required.
- Ensures the prompt handling of service requests and inquiries received from the public, Council, and internal divisions.
- Responsible for the inspection and repair of regulatory and warning signage, traffic signals, pedestrian signals, and streetlights.
- Performs the walkthrough of new subdivisions to identify deficiencies at various stages, and final walk-through prior to final acceptance.
- Participates in the Municipal Emergency Management Control Group and Municipal Flood Emergency Coordinators.
- Ensures adequate training and coverage for school crossing guards.
- Administers the Special Event, Driveway Entrance, Sidewalk Display & Patio, Encroachment, and Oversize/Width permit processes, including review, approval, and inspection.
- Completes vehicle licensing and permit renewals for Infrastructure Services vehicles.

## **Compliance and Regulatory**

- Reviews compliance data and ensures compliance with all applicable legislation, regulations, and bylaws.
- Monitors and ensures compliance with Highway Traffic Act, O.Reg. 239/02: Minimum Maintenance Standards, Commercial Vehicle Operators Registration, and Ontario Traffic Manual requirements.
- Manages and maintains the Township's Traffic By-laws for posted speed limits and parking restrictions; prepares by-law amendments for Council consideration.
- Ensures employees work in compliance with the Employment Standards Act, the Occupational Health and Safety Act, the MECP and MTO Regulations, and Corporate Health & Safety requirements, and takes every reasonable precaution to ensure a safe and respectful workplace.

## **Minimum Qualifications and Requirements**

- Post secondary degree or diploma in Engineering, Applied Science, or related discipline.
- Completion of the Certified Roads Superintendent (CRS-S) designation with the Association of Ontario Road Supervisors (AORS) Certification Program or ability to complete within two (2) years of hire.
- Candidates with an equivalent combination of education, licensing, training, and experience may be considered.
- Seven (7) years or more of practical experience in public works, roads maintenance, winter control, construction, or a related municipal operations field in a management capacity.
- Familiarity with traffic operations would be an asset.
- Normal hours of work are 40 hours per week, Monday to Friday, with overtime required as needed, typically due to weather events.

**Work Location:** Infrastructure Services Office (7444 Wellington County Rd 21, Elora)

**Annual Salary:** \$122,605 - \$137,914 (2026 salary range)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **August 14, at 11:59 p.m.** Please quote job posting '2026-46' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.  
**No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*