

POSITION: Manager of Public Works and Engineering

CATEGORY: Permanent Full-time, 35 hours a week

WAGE: \$101,780 - \$131,409 annually

Applications are now being accepted for the new permanent full-time position of Manager of Public Works and Engineering.

Deadline for applications: Friday, July 17, 2026, at 3:00 pm

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVEIW

Reporting to the Director of Public Works and Engineering, the Manager is responsible for the administration, planning, operation and continuous improvement of municipal roads, fleet, water distribution, wastewater collection and related municipal infrastructure services. The position provides leadership to operational staff, manages budgets and contracts, ensures compliance with applicable legislation and municipal standards, and supports strategic infrastructure and asset management initiatives.

JOB DETAILS

Management and Leadership

- Participates as a member of the Public Works and Engineering Management team, providing input on departmental/divisional planning and strategic initiatives.
- Leads and supports Public Works staff, including supervisors, coordinators and operational team members.
- Manages municipal road operations including winter maintenance, drainage, bridges, sidewalks, stormwater, water, wastewater infrastructure and traffic control devices.
- Oversees the external Drainage Superintendent. Ensures the consultant performs statutory responsibility for administration, design, and supervisory field inspection.
- Prepares and manages operating and capital budgets, performance reporting and long-term infrastructure planning.

- Administers contracts, tenders and consultant agreements related to public works operations.
- Ensures compliance with applicable legislation including the Occupational Health and Safety Act, Ontario Regulation 239/02 Minimum Maintenance Standards, Highway Traffic Act, Ontario Drinking Water Legislation and other related regulations.
- Supports development review, infrastructure planning and asset management initiatives.
- Responds to public inquiries, attends Council and Committee meetings, and represents the Municipality in operational and regulatory matters.
- Participates in emergency response and after-hours operational support as required.

Fleet Management

- Oversees the maintenance of fleet, equipment, supplies, storage and repair areas.
- Ensures that all vehicles carry the required documentation in accordance with applicable regulatory and legislative requirements.
- Prepares lifecycle costing statistics, including making recommendations concerning disposal of vehicles and equipment.
- Oversees the management of vehicle repair, refurbishing and retrofitting. Assists with compiling quotes as required.
- Prepares tenders for fleet vehicles and equipment. Monitors vendor's adherence to contracts and specifications. Provides technical advice to resolve vehicle deficiencies with suppliers and manufacturers.

Water & Wastewater Operations

- Provides operational oversight of municipal water and wastewater infrastructure, including distribution systems, collection systems, pumping stations, reservoirs and related facilities.
- Coordinates and monitors contracted operating authorities to ensure compliance with applicable legislation, permits, approvals and service agreements.
- Assists in the development and implementation of Water and Wastewater Master Plans, asset management strategies and long-range capital planning initiatives.
- Monitors system performance, maintenance programs, regulatory reporting and operational compliance requirements.
- Liaises with regulatory agencies, consultants, developers, contractors and operating authorities on environmental services matters.

Asset Management & Purchasing

- Participates in the formulation of Terms of Reference and RFP/tender documents and associated evaluative criteria.
- Monitors contractor work and/or administers the agreements and contracts in accordance with municipal policies and procedures.

- Oversees and/or designs, administers and negotiates contracts including design review, tender scheduling, contract resolutions and field changes.
- Comments on development applications at all required points throughout the development review process.

General Duties & Accountability

- Provides and maintains a high degree of confidentiality and security of information.
- Ensures confidentiality of information provided to produce content for Council and other sensitive information sources.
- Works in compliance with the Occupational Health and Safety Act, and all other applicable legislation, department policies/procedures/practices, operational guidelines, and performs safe work practices.
- Performs all other duties as may be assigned in accordance with department and corporate objectives.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Post-secondary education in Civil Engineering Technology, Fleet Management or another related discipline.
- Minimum five (5) years of progressive experience in roads and fleet operations, preferably in a municipal environment, including supervisory or management experience, or an equivalent combination of education and experience.
- CET designation, Certified Roads Supervisor (CRS) designation, Water/Wastewater Operator Certification or equivalent municipal infrastructure certification considered an asset.
- Strong knowledge of municipal operations, fleet management, contract administration, asset management and applicable provincial legislation and standards.
- Excellent leadership, communication, organizational and problem-solving skills.
- Valid Ontario Class "G" Driver's Licence in good standing.
- Availability for emergency response, evening meetings and after-hours operational support.

WORKING CONDITIONS

This position involves a combination of office and field work, including site inspections and exposure to varying weather and operational conditions. Some evening, weekend and emergency response work is required. Normal hours of work are 35 hours per week with some evening and/or weekend attendance required to attend Council, Committee and other meetings. Available for emergency, on-call, holidays, and shift work and after-hours for escalated issues from on-call staff. This role requires frequent interaction with the public, and the incumbent should be prepared to deal with occasional stressful encounters. Frequent computer work with a need for visual and mental concentration is required.

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

HOW TO APPLY

Interested individuals having these qualifications are encouraged to email a cover letter and resume to: hr@westgrey.com

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.