



Recruitment Package
for the position of
Director of Public Works

August 2023

**Resume and cover letter must be received by 4:00 p.m.
on Wednesday, September 20, 2023, to hr@cavanmonaghan.net clearly marked
with the position you are applying for.**

Complete job descriptions are on the Township's website at www.cavanmonaghan.net, under Things to Do, Volunteering Employment Opportunities or by contacting 705-932-9326.

The Township of Cavan Monaghan is an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services and facilities. If contacted for an employment opportunity, please advise the Clerk's Department if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

988 County Rd 10
Millbrook, Ontario L0A 1G0

www.cavanmonaghan.net

Phone: 705-932-2929
Fax: 705-932-3458

Dear Candidates,

Thank you for expressing your interest regarding our recruitment for the position of Director of Public Works with the Township of Cavan Monaghan. This role is a crucial member of our Senior Management team, overseeing the operating and capital budget, overall operation, development and the strategic planning of the Public Works Department.

The Township of Cavan Monaghan is a growing community close to the Greater Toronto Area west of Peterborough. We celebrate, protect and promote our unique history and natural heritage, and value the contribution and interests of all ratepayers in building a prosperous future. The current population is just over 10,000, anticipated to increase to over 25,000 in the next 10 years. The Township is comprised of a combination of rural and urban landscapes.

The Public Works Department portfolio includes; roadways, waste management, water and wastewater, storm water and new development.

Please find enclosed a full detail package outlining the Director of Public Works job description please do not hesitate to contact our Human Resource Department for more information about this opportunity.

Sincerely,

Yvette Hurley

Chief Administrative Officer,
Deputy Clerk, Deputy Treasurer

Human Resources

Township of Cavan Monaghan
988 County Road 10,
Millbrook, ON L0A 1G0
hr@cavanmonaghan.net



Community Profile

About Us

Cavan Monaghan is a strong, sustainable rural community. We celebrate, protect and promote our unique history and natural heritage, and value the contribution and interests of all ratepayers in building a prosperous future.

What We Do

The Township of Cavan Monaghan is committed to delivering responsive and cost effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future.


Why Us


Cavan Monaghan conducts municipal business based on key principles that reflect the goals, values and aspirations articulated by our Community.


Key Principles

- Operational Performance Excellence
- Strong Community
- Strong Local Economy
- Respect for Rural Environment

Contact Us

 (705) 932-2929

 info@cavanmonaghan.net

 www.cavanmonaghan.net

Have it all. Right here

Highlights

- Located in Eastern Ontario approximately 20 km south west of the City of Peterborough, in Peterborough County.
- Intersected by one major four-lane and two major two-lane Highways 115, 7 and 7A respectively. Direct access (via Highway 115 and 401) to the City of Toronto to the west and our Nation's Capital Ottawa to the east.
- Host to the Peterborough Airport, an aviation-related employment park.
- A population of 10,016 and growing

Education

- High quality education is a priority for our community. Locally we have two elementary schools and one secondary school.
- Our area is home to two of the highest ranked post secondary institutions, Fleming College and Trent University which offer state-of-the-art research and training facilities such as the Greater Peterborough Innovation Cluster, Centre for Advancement of Water and Wastewater Technologies, Centre for Innovative Aquaculture Production and the Kawartha Trades and Technology Centre.

Recreation

- Access to a variety of active and passive recreation facilities.
- A brand new Community Centre with an NHL size ice pad, walking track and fitness studio.
- The Millbrook Valley Trail System is a 13km natural trail system through the Oak Ridges Moraine which provides direct access to southern Ontario's largest forest, the Ganaraska Forest, which offers hundreds of kilometres of trails for hiking, mountain biking, horseback riding, cross country skiing, snowshoeing and nature appreciation.
- Maple Leaf Park, a fifty-acre park offering two baseball diamonds, two soccer pitches and playground equipment.
- Eight community parks offering playground equipment and green space.
- Three 18-hole golf courses: Baxter Creek, Heron Landing and Keystone Links



Culture/Entertainment

- A rich and diverse local arts, culture and heritage community
- Home to 4th Line Theatre, an award winning outdoor theatre company committed to the development and presentation of original Canadian theatre.
- If you are a history buff, the Millbrook and Cavan Historical Society has developed self-guided tours of the 44 historically significant properties in Millbrook.
- An active Business Improvement Area (BIA) focused on increasing business by improving the physical environment through the development of special events, beautification, promotions and advertising.
- A number of local service clubs including the Lions Club and Millbrook Royal Canadian Legion.

Major Regional Employers

Global Companies

- Pepsico/Quaker
- Minute Maid/Coca-Cola/Fairlife
- Westinghouse Civil Nuclear
- Rolls-Royce Naval Marine
- Shimano (Canadian HQ)
- SGS Lakefield

Locally Developed

- AON
- Flying Colours Corp (HQ)
- McCloskey International
- AVIT Manufacturing
- Charlotte Products/Swish Maintenance
- Kawartha Ethanol

Public Sector

- Peterborough Regional Health Centre
- Ministry of Natural Resources
- Kawartha Pine Ridge District School Board
- Peterborough Victoria Northumberland Clarington Catholic School Board
- Trent University
- Fleming College



Portfolio Details

Roads Operation Management

The Township's road infrastructure system spans a total of 245 km primarily within a rural setting, with small areas of urban and semi-urban development. The road network includes surfaces ranging from gravel to hot mix paved (asphalt). The Township has approximately 36 km of gravel roads, 182 km of surface treated roads (low class bituminous (LCB)), and 27 km of hot mix asphalt paved roads (high class bituminous (HCB)).

Hot Mix Paved Roads:

- 26.9 km of paved roads (HCB).
- Annual budget \$250,000: (1.3 km / year x \$139,000 / In RMP1 x 2 lanes).

Surface Treated Roads:

- 181.6 km of surface treated roads (LCB & ICB).
- Annual budget \$375,000 (25.9 km / year x \$25,000 / km ST1).

Gravel Roads:

- 36.2 km of earth / gravel roads.
- Annual budget \$86,400 (7.2 km / year x \$12,000 G) **.

Slurry Seal / Microsurfacing

- 181.6 km of surface treated roads (LCB).
- Annual budget \$310,000 (27.2 km x \$22,050 / km Slurry Sealing / Microsurfacing).



Portfolio Details

Water and Wastewater Management

The Township of Cavan Monaghan's Water and Wastewater systems service Millbrook. The drinking water system is a Class 2 Distribution and Supply system with three groundwater wells and one storage standpipe and a booster pumping station. The wastewater treatment system is a Class 3 SBR Treatment plant with one pumping station. There are approximately 1000 customers connected to the water and wastewater systems. The operations and maintenance of the treatment systems are under a multi-year contract with the City of Peterborough. As the Owners of the system, the Township must understand environmental regulations, standards, and legislation related to water and wastewater compliance to ensure the facilities are maintained and operated in accordance with Environmental Compliance Approvals, Permits and Licenses.

988 County Road 10
Millbrook, ON L0A 1G0:
Tel: 705-932-9229 Website: www.cavanmonaghan.net



Stormwater Management

Responsible for overseeing design, final approvals and operation of all storm management facilities, storm sewer pipes, storm ponds, infrastructure, and all infrastructure connected to Municipal systems, including existing and proposed future development.

Waste Management

Responsible for overseeing the operation, maintenance, and environmental compliance of the Townships Transfer Station as well as oversight of curbside programs and closed landfill site. The Director of Public Works develops policies and procedures as well as recommendations to Council regarding Waste Management practices in the Township. This includes: curbside collection contract negotiations, tender development, Council reporting and presentations, and ensuring compliance with Environmental Compliance Approvals (ECA) and relevant legislature.

Development

Works cooperatively with the Townships Planning and Building department on all planning applications including, Official Plan amendments, rezoning, site plans, severance, minor variances and draft plans of subdivision. Responsible to oversee all comments, approvals and development compliance.

Cavan Monaghan Job Description

Position: Director of Public Works

Reports to: Chief Administrative Officer
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This Job Description is: Revised August 2023
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Job Summary

To direct, supervise and manage all operations and administration of the public works department, including water, wastewater, storm water & storm water management, roads, waste management and special projects. This includes preparation of both capital and operating budgets on an annual basis and constant review of ongoing special projects, i.e. development review, user fees, asset management and development charges. Direct and manage all Public Works staff, union and non-union employees.

Duties and Responsibilities

1. Develops long and short term goals, objectives and plans for the Public Works Department.
2. Prepares departmental reports for the CAO and Council. Provides the necessary support and advice to Council on various issues as requested and attends meetings as required.
3. Oversees all design drawings, contracts, tenders, proposals, reports and procedures, that are carried out by the technical staff or contract consultants. Helps prepare bid specifications, requests for proposals and other documents necessary to proceed with various projects. Oversees and prepares tender reports with recommendation to Council.
4. Conducts regular inspections of construction projects to ensure that work is being completed in accordance with specifications. Ultimately ensures that the work being performed complies with the desired quality and safety criteria. Oversees the specification, negotiation and administration of service contracts.
5. Oversees the Municipalities water & wastewater section of the Department including operations of the plants and infrastructure on a daily basis. The main operation contract, and responsible for overseeing daily operations, contracted works, and locates for Call One.

6. Assures the procurement of materials and supplies in accordance with the Municipal Purchasing By-law.
7. Operates the Department to ensure the reduction of risk and liability as it pertains to the operation and management of the divisions within its jurisdiction of the position.
8. Co-ordinates all activities and requirements as they relate to entrance permits, road occupancy, mailbox replacements, curb stop operations, water meter malfunctions, etc.
9. Responsible to ensure that employees under supervision adhere to Occupational Health and Safety Act and the Municipal Health and Safety Policy.
10. Operation and management of the Department in accordance with all relevant municipal, provincial and federal legislation and regulations.
11. Responsible for the confidentiality of all information as it pertains to the Municipal Freedom of Information and Protection of Privacy Act, in addition to property acquisitions and disposition of legal matters.
12. All development applications are reviewed for engineering and waste requirements. This involves applications on rezoning, site plan, draft plan of subdivision, and specifically storm water, drainage, adherence to Municipal Standards, etc. It also involves review of all agreements, calculation of letters of credit and inspection of onsite works.
13. Makes recommendations to the CAO and Council regarding administration and management within the Corporation.
14. Is responsible for the development, implementation and fiscal control within the Department operating and capital budget.
15. Aids in the development, implementation and evaluation of all department policies within his/her jurisdiction.
16. Oversees the maintenance and operation of all systems within the Department.
17. Oversees the development, implementation and collection of user fees for Department services.
18. Aids with the strategic planning for future considerations regarding municipal services.

19. Identifies surplus and marginally used Township equipment and evaluates alternative uses with recommendations for appropriate disposition and/or reuse strategies.
20. Provides assistance as required to legal counsel by reviewing proposed settlements and recommending strategies for the resolution of an action.
21. Develops and administers policies and procedures required to effectively and efficiently accomplish all required duties and responsibilities.
22. Act as required, as a project manager on various municipal projects.
23. When required attends and makes suitable presentations to various community groups and commissions.
24. The position is also responsible for being "on call" seven days a week for all major storms, including major hydro outages. Weekend work involves co-ordination of winter control and clean- up of all storms.
25. This position is considered a senior staff member of the Emergency Control Group.
26. This position will establish and recognizes benchmarking models that in updating asset data base, ten-year forecasting and preliminary quotes for all works.
27. When requested, sits as a member on various municipal committees.
28. Acts as a liaison between various ministries including MOECC, MNR and MTO on all provincial matters and policy directives.
29. Oversees all development in regard to engineering review and approval. This also includes reviewing various engineer's reports and drawings and approving these. This involves contract administration and inspection of all new municipal works.
30. Responds to concerns from the general public in courteous and expeditious manner. This position must be able to deal with conflict resolution with the outside public and internally with staff and other departments.
31. Oversees recruitment of new staff, including contract staff, and evaluates subordinate staff and recommends and implements disciplinary actions affecting subordinates. This is a unionized environment and this position requires knowledge of Union Contracts.

32. Additional duties and special projects as assigned based on department and organizational needs.

Supervision

This position oversees and directs the work performed by all personnel in the Transfer Station, Roads Department and the operations of Water/Wastewater and underground infrastructure by Township Staff or Third Parties, as well as Consultants and Contractors for work performed on behalf of the Township.

Working Conditions

Exposure to a fast-paced office environment with outside exposure to possible hazardous situations such as construction sites and inclement weather. This position maybe required to respond to inquiries, emergencies and attend meetings outside normal office hours.

Job Knowledge

Post-secondary education in an engineering field or related discipline is required.

Minimum 10 years' experience in a municipal public works environment or equivalent.

Minimum 7 years' experience in a senior management position.

Thorough working knowledge of road construction, maintenance and safety procedures required.

Excellent knowledge of Municipal/Provincial/Federal legislation pertaining to public works areas of service, including municipal water and wastewater treatment systems, storm water management, waste management, development.

Financial skills understanding involving asset management and major project budget control.

Strong research and analytical skills, ability to conduct research, summarize findings and present recommendations.

Excellent oral and written communication skills and report writing experience.