Township of Blandford-Blenheim

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JOB DESCRIPTION

POSITION: DIRECTOR OF PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
EMPLOYMENT TERM: REGULAR FULL TIME
REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Director of Public Works is a member of the Township's Senior Leadership Team and is responsible for the strategic leadership, administration, and operation of the Township's Public Works Department.

The Director provides leadership and oversight for municipal roads, bridges and structures, stormwater infrastructure, fleet operations, winter maintenance, municipal drains coordination, capital project delivery, asset management initiatives, and emergency management activities. The position is responsible for ensuring the safe, efficient, and sustainable delivery of public works services while maintaining compliance with applicable legislation, regulations, municipal standards, and Council priorities.

The Director serves as the Township's primary technical resource for transportation and public works infrastructure, providing professional review of engineering submissions (drawings, development submissions, capital projects, and consultant work). The position manages departmental budgets, develops long-term infrastructure strategies, and represents the department before Council, consultants, developers, regulatory agencies, and the public.

PRINCIPAL RESPONSIBILITIES

Department Leadership and Administration

- Provide strategic leadership and oversight of all Public Works operations and services.
- Lead, mentor, and support departmental staff through established organizational objectives, performance management, succession planning, and professional development initiatives.
- Directly supervise Public Works supervisory staff (3) and oversee departmental staffing, recruitment, employee relations, discipline, and performance evaluations.
- Foster a culture of safety, accountability, customer service, collaboration, and continuous improvement.
- Develop departmental policies, procedures, and operational standards.
- Participate as a member of the Township's Senior Leadership Team, contributing to corporate initiatives and organizational planning.

Roads, Bridges and Infrastructure

- Oversee the operation, maintenance, rehabilitation, and replacement of approximately 330 kilometres of municipal roads, including paved and gravel road networks.
- Manage municipal bridges, culverts, and structures, ensuring compliance with inspection requirements and long-term asset preservation objectives.

- Ensure compliance with minimum maintenance standards, winter maintenance requirements, road patrol obligations, and related legislation.
- Coordinate infrastructure maintenance activities and respond to operational emergencies affecting municipal infrastructure.
- Support inspections, condition assessments, risk mitigation strategies, and lifecycle planning initiatives.

Capital Projects and Engineering Oversight

- Lead the planning, prioritization, budgeting, procurement, and implementation of capital infrastructure projects.
- Manage projects throughout all phases, including planning, design, tendering, construction, commissioning, and project closeout.
- Act as the Township's project lead when engaging engineering consultants, contractors, and external stakeholders.
- Review engineering drawings, plans, specifications, reports, and development submissions to ensure compliance with Township standards and engineering best practices.
- Conduct technical reviews of smaller development and site plan applications and coordinate external engineering reviews for more complex projects.
- Monitor consultant performance and provide technical oversight to ensure value, quality, and adherence to project objectives.
- Prepare technical recommendations and reports for Council and senior administration regarding infrastructure investments and capital planning.

Development Review and Growth Management

- Review and provide comments on site plans, subdivision applications, consent applications, and other development-related submissions affecting municipal infrastructure.
- Collaborate with developers, consulting engineers, planning staff, and external agencies to ensure infrastructure requirements are addressed appropriately.
- Identify off-site infrastructure impacts, drainage considerations, transportation concerns, and future asset ownership implications resulting from development.
- Support the development and updating of engineering standards, specifications, and municipal servicing requirements.

Fleet and Equipment Management

- Provide strategic oversight of the Township's fleet program, excluding fire apparatus.
- Oversee fleet lifecycle management, replacement planning, procurement, maintenance strategies, and utilization monitoring.
- Collaborate with asset management and finance staff to develop long-term fleet replacement forecasts and capital plans.
- Ensure fleet assets support operational requirements while maximizing value and minimizing lifecycle costs.

Financial Management

- Prepare and administer annual operating and capital budgets for the Public Works Department.
- Monitor expenditures and revenues and ensure effective stewardship of municipal resources.
- Develop long-range financial strategies related to infrastructure renewal and replacement.
- Identify and pursue funding opportunities, including provincial and federal infrastructure grant programs.
- Prepare budget presentations, business cases, and financial reports for senior management and Council.

Asset Management

- Support the implementation and continuous improvement of the Township's asset management program.
- Utilize asset condition, lifecycle, performance, and risk information to inform investment decisions.
- Contribute to long-term infrastructure forecasting and sustainable service delivery planning.

- Collaborate with the Township's Asset Management resource to maintain infrastructure inventories and replacement strategies.

Drainage and Stormwater Coordination

- Coordinate municipal drainage activities and infrastructure improvements in collaboration with the Township's Drainage Superintendent.
- Ensure road, bridge, and drainage programs are coordinated to maximize operational efficiency and infrastructure performance.
- Provide oversight of stormwater infrastructure maintenance, rehabilitation, and related capital projects.
- Support municipal drainage projects, assessments, and regulatory requirements under applicable legislation.

Emergency Management, Health and Safety

- Participate in the Township's Emergency Management Program and Emergency Operations Centre activities.
- Provide leadership during emergency response and recovery operations involving municipal infrastructure and public works services.
- Promote a safe working environment and ensure compliance with applicable occupational health and safety legislation and Township policies.
- Lead departmental safety initiatives, training programs, risk assessments, and incident investigations.

REQUIRED QUALIFICATIONS AND COMPETENCIES

Education

- Degree or diploma in Civil Engineering, Civil Engineering Technology, Public Administration, Transportation Engineering, Infrastructure Management, or a related field.
- Professional Engineer (P.Eng.), Certified Engineering Technologist (C.E.T.), Certified Public Works Professional designation, or an equivalent combination of education and municipal experience will be considered.

Experience

- Minimum seven (7) years of progressively responsible experience in municipal public works, engineering, transportation, or infrastructure management.
- Demonstrated leadership experience at a supervisory, managerial, or senior management level.
- Experience managing municipal capital projects and operating budgets.
- Experience reviewing engineering drawings, plans, specifications, and technical reports.
- Experience working with consulting engineers, contractors, developers, and regulatory agencies.
- Experience presenting reports and recommendations to senior management, committees, and/or municipal councils.

Knowledge and Skills

- Strong understanding of municipal roads, bridges, stormwater infrastructure, fleet management, and asset management principles.
- Knowledge of applicable municipal legislation, regulations, and industry standards.
- Ability to interpret engineering drawings, specifications, surveys, contract documents, and technical reports.
- Strong project management and procurement expertise.
- Proven leadership, organizational, interpersonal, and conflict resolution skills.
- Excellent written and verbal communication abilities.
- Ability to build effective relationships with Council, staff, residents, contractors, developers, and external agencies.
- Proficiency with Microsoft Office and municipal management software systems.

Preferred Qualifications

- Ontario municipal experience.

- Asset Management, Project Management Professional (PMP), Roads Scholar, Certified Road Supervisor, or similar municipal infrastructure certifications.
- Experience with bridge management, OSIM programs, and transportation asset planning.
- Experience in a lower-tier municipal environment.

Working Conditions

- Combination of office and field work.
- Attendance at evening Council, committee, public meetings, and emergency situations as required.
- Frequent site visits to road, bridge, drainage, fleet, and construction locations.
- Occasional work outside regular business hours in response to operational requirements, winter events, or emergencies.

COMPENSATION AND EMPLOYMENT TERMS

Township Compensation Grid – Band 12 (**2026 salary range: $114,283–$142,854**), based on a standard 35-hour work week. The position and associated compensation are currently under review and may be subject to adjustment.

Benefits and other terms and conditions of employment are provided in accordance with Township policies. The position is eligible to participate in the Township's compressed work-week program, subject to operational requirements.

The Township of Blandford-Blenheim is an equal opportunity employer and provides accommodations throughout the recruitment and selection process in accordance with applicable legislation.