



La Corporation de la Municipalité de / The Corporation of the Municipality of

ST. CHARLES

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The Municipality of St.-Charles Director of Operations Intern or Contract Position

'Where quality family lifestyle abounds amongst nature's finest assets'

The Municipality of St.-Charles is currently looking to fill, in a temporary manner from 18 to 24 months, the position of Director of Operations. Located 45 minutes east of the City of Greater Sudbury, St.-Charles boasts the natural beauty of the West Arm of Lake Nipissing, Lake Nepewassi and an abundance of farmland. The municipality has a bilingual population of 1,282, family spirit, and numerous community services ideal for raising a young family.

The Director of Operations is critical to ensure the successful roll out of all Municipal operations. The community is directly impacted by all the decisions made by the Director of Operations. The Director of Operations is responsible for the deployment of operations staff for all municipal services including but not limited to facilities management, winter controls, road quality, storm sewers, municipal drains, landfill and much more.

The ideal candidate will have some knowledge/experience in municipal government administration, an aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills. The Director of Operations must be technically savvy to manage the voluminous number of records that will be produced. The Director of Operations must be able to communicate across multiple platforms while speaking to diverse audiences. A College or University Degree with a municipal discipline is required. Good oral and written communication skills in both official languages is an asset.

For responsibilities, qualifications and Working conditions please refer to the full job description attached. If you are looking for a position that offers a wide variety of duties where you manage operations in multiple different divisions, and you get to be a part of the management team, this position is for you!

Job Type: Management Non-Union - Temporary Full-time Hours: 35+ per week
Compensation Package: based on education/experience to a maximum of \$60,000 per annum with a comprehensive benefit package. No retirement (OMERS) will accumulate during this specified term contract. The position is salaried and no bank time/overtime is accumulated or paid out. The position may lead to a permanent position.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by December 8th, 2017 to the attention of:

Julie Bouthillette, CPA, CGA - Chief Administrative Officer
2, King St East -P.O. Box 70 - St. Charles, ON, P0M 2W0
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The Corporation of the Municipality of St. Charles

	Effective Date	July 31, 2017
	Revision Date:	

Job Description – Director of operations

1. Reports to: Chief Administrative Officer

2. Scope of Position: The Director of Operations shall be responsible for the general control and management of the administration and the affairs of the Facilities Management, Waste Management, Roads, Fleet, Drainage and Public Works Department. The Director of Operations acts as the municipal officer in charge of technical and administrative policy for roads and public works matter. This is a managerial position excluded from union.

3. Principle Responsibilities:

- a) Develop and maintain a thorough working knowledge of the Municipality's policies and procedures along with a good understanding of the Health and Safety Act.
- b) Supervise departmental staff and act as the delegated Road Authority for the Municipality, as delegated by the CAO
- c) Support the strategic directions and policies of the Municipality, and ensure uniformity in the creation and implementation of municipal wide policies and procedures. Assume individual and collective responsibility of corporate wide initiatives and cross departmental projects, as assigned.
- d) Direct consultants and contracted service providers for the Department, as assigned, including engineering and construction management and maintenance services.
- e) Manages the Municipalities operations within approved budgets and monitors budget performance.
- f) Ensures Management of municipal roads, streets and sidewalks in accordance with the Municipality's practices or policies.
- g) Plans, organizes and assigns the work to staff and discusses plans and priorities with CAO.
- h) Evaluates the performance of staff under direct report.
- i) Ensures that Occupational Health and Safety practices are strictly observed.
- j) Modifies work schedules when required, i.e. to deal with emergency situations. Keeps staff informed on Municipal policies that affect them.
- k) Complies with the collective agreement
- l) Drafts operating and capital budgets; discusses plans, priorities and costs with the CAO and considers alternative methods of achieving Operational objectives.
- m) Manages the maintenance and repair of Municipal vehicles and Public Works equipment to minimize breakdowns and safety hazards complying with operation manuals and sensible maintenance standards.
- n) Manages the inventory of equipment, supplies and material required for maintenance and construction programs and ensures that adequate supplies are on hand to meet

- Municipal requirements.
- o) Responsible for recommendations to the CAO for to the purchase of equipment and material. Complies with the Municipality's purchasing policies and tendering procedures. Recommends the use of suppliers and service firms.
 - p) Performs administrative responsibilities according to the requirements of M.T.O. legislation, policy and administrative procedures.
 - q) Responsible for identifying potential problems and making the necessary repairs before they become safety hazards causing an inconvenience to the public.
 - r) Ensures supervision the work of outside contractors and trades people on special construction and repair projects.
 - s) Prepares and updates the five-year plan for the Public Works and Road operations including the equipment list.
 - t) Participates in the periodic evaluation of the Public Works operation and the Waste Management System - provides necessary analysis of plans, policies and the results of efforts to maintain an economical and efficient operation at the desired level of quality.
 - u) Also classified as a Working Roads Foreman and must perform duties when necessary to assist Public Works superintendent with responsibilities.
 - v) Recommend to the Council the scope and extent of the programs of the Facilities Management, Waste Management, Roads, Fleet and Public Works Department, and upon approval and allocation of funds, establish and implement such functions as directed by the Council and the Chief Administrative Officer.
 - w) Recommend new or revised policies regarding road construction standards, minimum road maintenance standards, infrastructure development standards and municipal transportation and public works policies
 - x) Perform assigned responsibilities regarding asset management.
 - y) Carry out research, review and present alternative business practices and policies to the CAO that would improve the effectiveness of the efficiency of the Departments and the Municipality.
 - z) Share in the corporate oversight of the strategic planning and implementation of cross-departmental projects and issues.
 - aa) Review and recommend for consideration all matters of business to be included on the Council agenda. Attend all meetings of the Council and committees of Council and be prepared to speak on any departmental subject under discussion, at the request of the Chair or the CAO.
 - bb) Investigates and follows up promptly on inquiries and complaints from the public, explains the Public Works operations and tactfully to the public, e.g., the reasons why certain work is being done.
 - cc) Assist the CAO in the maintenance and upkeep of the Long-Term Energy Plan
 - dd) Prepare the annual energy report.
 - ee) Prepare the waste management Ontario data call report – Landfill use and recycling
 - ff) Provide input into the preparation and administrative review of the departmental capital and operating budgets for presentation to the Council by the CAO Treasurer. Provides input to the Treasurer on the financing of departmental operations.
 - gg) Exercise financial control of the Department in terms of approved budgeted expenditures. Ensure purchases of goods and services within a Director's authorized limits under the Municipality's purchasing and procurement by-law. Approve and recommend major in-year expenditure and capital projects to the CAO.
 - hh) Appoint, suspend and discipline all employees covered by collective bargaining agreements, in accordance with procedures outlined in the collective bargaining agreements.

- ii) Participate, as directed, in the collective bargaining process. Recommend to the CAO terms of the agreement concerning wages, salaries and working conditions; and, upon approval of Council, to administer such agreements on a day-to day basis in the Departments.
- jj) Prepare specifications for and recommend the awarding of all contracts or improvements, works or equipment under the jurisdiction of the Facilities Management, Waste Management, Roads, Fleet and Public Works Department.
- kk) Administer building operation and maintenance assigned to the Facilities Management, Waste Management, Roads, Fleet and Public Works Department.
- ll) Responsible for the 911 numbering system
- mm) Update the GIS system with asset information
- nn) Other Duties as assigned

4. Qualifications:

- a) Successful completion of a University Program in a related field
- b) 1-5 years of experience in a related field
- c) High level of managerial, mechanical and technical skills
- d) Proven organizational abilities.
- e) Demonstrated interpersonal skills in dealing with the public, staff, Councillors and external groups and agencies.
- f) Ability to use spreadsheet and word processing application
- g) Excellent understanding of MTO policies.
- h) Ability to respond quickly and decisively to emergency situations
- i) Bilingual (French and English) is an asset.

5. Working Conditions:

- a) Works is subject to constant interruption.
- b) Partly public office conditions; partly fieldwork. Some exposure to physical hazards and to severe weather conditions.
- c) Normal work week is 40 hours with the requirement to attend two monthly or more evening meeting.
- d) Be prepared to work nights and weekends when necessary
- e) Safety boots and PPE will be required in the working areas

6. Supervision: Direct supervision of:

- a) Assistant to Director of Operations
- b) Three (3) Heavy equipment operators
- c) Labourer / Landfill Site attendant
- d) Janitor
- e) Summer Students