



## **DIRECTOR OF PUBLIC WORKS & ECONOMIC DEVELOPMENT**

Reporting to the Chief Administrative Officer, the Director of Public Works and Economic Development is responsible for the overall management of several departments including public works, economic development, land use planning, asset management, and occupational health and safety. The Director provides technical expertise and guidance to senior management and Council to ensure the municipality is meeting the present and future infrastructure, economic, planning and OH&S needs of the community.

This position is a leadership position requiring approximately 75% of time spent in the office and 25% of time spent in the field. Attendance at Council meetings, Committee meetings, and public community meetings is mandatory. Flexibility to work evenings and weekends is required.

### **KEY AREAS OF RESPONSIBILITY**

1. Preparation of annual departmental capital and operating budgets. Monitors, controls and authorizes spending within the limits of the approved budget and authority delegated by the CAO. Presents any expenditure in excess of budget or any new budget items, along with supporting documentation, for approval.
2. Promote the development of Council's initiatives through identifying, researching, evaluating, strategizing, engaging community stakeholders, working collaboratively with key organizations, and fostering sustainable partnerships.
3. Secure Federal and Provincial funding for the Municipality to complete projects, oversees and manages all public works, infrastructure and economic development projects to ensure projects are completed on time and within budget.
4. Attract and retain commercial enterprises to stimulate business activity and investment, address social and community issues such as the recruitment and

retention of professionals, lack of long-term rentals and affordable housing, and promote regional tourism.

5. Provide personnel and overall leadership of the Public Works Department including hiring, promoting, succession planning, goal setting, information sharing, training and performance evaluation.
6. Respond to public enquiries, requests for information or complaints with regard to department activities, following the approved Municipal Regulations, Policies and Procedures.
7. Establish and maintain positive relationships with Federal or Provincial government departments and neighboring municipalities with respect to matters of interest to the Municipality as required.
8. Responsible to build and foster lasting relationships with other departments, key business partners, community organizations and government agencies.
9. Recommend appropriate action or requests ratification for action taken to deal with urgent matters requiring the CAO and Council approval.
10. Attend meetings of Council, as well as other Committee meetings, as appropriate, to provide information, advice and administrative support.
11. Ensures contracting goods and services by the Municipality for the department is done in compliance with all legislative requirements, by-laws and policies of Municipality. Reviews and recommends acceptance or rejection of properly submitted Requests for Proposals (RFP) tenders, quotations and proposals.
12. Lead and support the develop and implementation of Policies, Procedures and Bi-Laws for the Town in relations to Public Works and Economic Development activities.

## **KNOWLEDGE, ABILITIES AND SKILLS**

- Project Management, Team Leadership, and excellent Proficiency in Microsoft Office (Outlook, Word, Excel) is essential.
- Knowledge of water and wastewater treatment systems and practices.
- Knowledge of water and wastewater distribution and collection systems.
- Ability to lead and work collaboratively with Public Works employees and other municipal personnel on time sensitive, difficult and often complex infrastructure and/or development projects. Strong analytical aptitude and flexibility to analyze

problems, identify alternative solutions, and determine effective solutions that may be out-side of the box.

- Highly developed written, oral and interpersonal communication skills. Ability to present information and make recommendations including reports, proposals, procedures, and policies in a responsible and professional manner.
- Must be able to maintain confidentiality in analyzing sensitive and complex municipal issues.
- Familiar with municipal by-laws, regulations, policies, and procedures as well as legislations as it relates to the municipality.
- Ability to interpret, develop, implement, and adhere to organizational policies and procedures.
- Ability to deal effectively and professionally with conflict resolution both internally and with outside sources.
- Ability to be a positive leader and maintain strong morale with staff.

## **QUALIFICATIONS**

Post secondary degree in a related field of study coupled with substantive years of relatable experience in public works, operations, economic development, and/or planning and/or professional senior level project management. A combination of experience and/or education will be considered.

## **Work With Us**

The Town of Twillingate offers a compensation and benefits package. Applicable employer pension plan, group benefits plan, sick leave, observed holidays, and paid vacation time. Please note the position is salary based and will not include paid overtime. Time off in leu of overtime may be granted at the discretion of the CAO.

Applicants should submit a detailed resume which reflects their knowledge, skills and abilities relevant to the position, no later than 4:00 pm, Friday June 10, 2022 via email to [leanne.hann@townoftwillingate.ca](mailto:leanne.hann@townoftwillingate.ca)