

Job Description

Position: Public Works Manager	Date: February 11, 2026
Reports to: Chief Administrative Officer	Department: Public Works Department

Purpose:

Reporting to the Chief Administrative Officer, the Public Works Manager is responsible for managing the Public Works department and ensuring the development, provision and maintenance of a safe and efficient public roads and access roads system throughout the Township of North Kawartha. The Public Works Manager facilitates and co-ordinates departmental activities with various organizations, agencies and Ministry bodies. This position manages, coordinates and directs the work of staff within the Public Works Department (approximately 6 full-time and 2 seasonal employees).

Responsibilities:

1. Maintain the Township's road network and equipment in a safe and cost-effective manner to ensure the safety of the travelling public.
2. Provide leadership and training to departmental staff to ensure they stay current on legislative, health & safety, operational and other requirements.
3. Ensure that Township road equipment is operating under the most current and effective maintenance and compliance standards to help in risk protection and liabilities.
4. Direct staff on various maintenance projects.
5. Engage in administrative duties including, but not limited to, Council Report preparation and presentation, tender and other procurement document research and preparations, and budget research and preparation.
6. Engage in long-term strategic planning to set achievable goals to make logical efficiencies in the best interest of the Township.
7. Follow up with resident concerns or inquiries in a timely matter, providing excellent customer service.

8. Engage public through the corporate communication plan, informative social media posts and website pages and public open houses as may be required from time to time.
9. Provide year-round road patrol and record keeping for areas requiring repairs or improvements, using municipal software to track routes, customer requests, work orders.
10. Engage in occasional heavy equipment operation, as required.
11. Engage in fleet management activities such as organizing repairs and assuring safety requirements are met for licensing and CVOR. Monitor the hours of work regulation for fleet and drivers.
12. Provide project management functions for capital projects
13. Attend Council meetings, as required, to provide information, provide staff reports and to make recommendations with respect to departmental operations and needs.
14. Attend various public meetings to report, receive input and make recommendations with respect to specific projects or programs and services provided by the department.
15. Ensure plans and activities are documented according to policies, procedures and standards, and interpret the vision, mission, goals and objectives of the Township and the department.
16. Facilitate an understanding amongst staff and Council in regard to Provincial Regulations as they apply to roads and public works issues.
17. Establish appropriate administrative practices and controls to ensure all engineering and consultant reports, municipal plans and related files, investigations, inspections, reports, etc. are relevant, properly maintained, compliant and available upon request to the proper authorities.
18. Maintain all information, binders, pamphlets and other materials required by Council and the general public as part of the department's public education.
19. Liaise with other organizations and governmental agencies on matters related to all departmental activities.
20. Establish strategic networks with multi-tier stakeholders to facilitate and support the Department's service delivery efforts.
21. Provide leadership to the department and to the Township on all matters related to the public roads infrastructure to maximize awareness, effort and efficiency.
22. Participate in the recruitment, selection and orientation of staff.

23. Establish and monitor performance factors, goals / targets and training / certifications programs for department personnel through performance appraisals and other means to ensure operational effectiveness.
24. Determine budget requirements for personnel, vehicles, equipment and related materials; present budget requirements to Council, advocating for priorities and essential expenditures, developing monitoring practices to provide appropriate controls to ensure department stays on budget.
25. Prepare Tenders, Requests for Proposals and Request for Quotations for approval by the CAO in relation to capital projects and purchases for the department, including the evaluation of submitted Proposals.
26. Participate in all aspects of the Occupational Health and Safety Act.
27. Participate in the IMS based Emergency Plan. This duty may be required outside of usual working / office hours.
28. Other duties as assigned.

Supervision:

This position requires the incumbent to supervise and direct the work of the Public Works Department including the Foreperson, Equipment Operators and seasonal employees.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public Private Contractors Municipal Auditors	Municipal Government Provincial and Federal Agencies

Skills and Competencies:

- Ability to work independently as well as in a team environment
- Excellent customer service skills
- Strong time management and organizational ability

- Strategic thinker
- Political acuity
- Demonstrated leadership ability
- Ability to read and understand basic construction drawings
- Ability to perform and understand basic mathematical calculations
- Ability to attend to health and safety considerations
- Exceptional attention to detail
- Physical effort to push/pull or hold heavy equipment or materials
- Ability to work in a fast-paced environment with frequent interruption
- Ability to prioritize workload and meet deadlines
- Self-motivation
- Ability to manage stressful situations
- Enhanced computer skills – ability to use Office 364 and municipal software.
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Excellent management and public relations
- Presentation skills and ability to speak effectively in front of a group
- High-level of tact, discretion and confidentiality

Knowledge, Training and Qualifications:

- Grade 12 Diploma or equivalent.
- Certified Road Supervisor (CRS) 1 Classification, CRS S preferred.
- Minimum five (5) years' work experience in progressively responsible roles in a municipal road / public works department.
- Minimum five (5) years senior level management experience in public works with exposure to road works.
- Working knowledge of federal, provincial and municipal legislation and regulations pertaining to public works.
- Demonstrated administrative experience normally acquired through five or more years of progressively responsible experience with budget preparation, program management, analysis, evaluation and decision-making.
- Superior public relations and communication skills, including the ability to draft memos and reports analyzing operational issues as well as the ability to make effective presentations.

- Demonstrated computer skills in Microsoft Office 365, including Word, Excel and Outlook, Citywide (Customer Service, route tracking, work orders etc...), Filehold (record management / work flow system).
- Valid Ontario Class D with Z endorsement, as the minimum requirement and Class A with Z endorsement as the preferred option.
- Knowledge of road construction, maintenance and safety procedures required.
- Ability to complete WHMIS training.
- Ability to lift up to 22 kg (50 lbs).
- Thorough knowledge of safety procedures, Occupational Health & Safety Act including construction regulations, department health and safety procedures and municipal Health & Safety policies.
- General knowledge of electronics, hydraulics and mechanics.

Scope:

- a) Financial – Responsible for preparing, recommending and presenting annual operating and capital budgets for Roads Department to CAO/Council for approval. Responsible for tracking, monitoring and working within the confines of the annual approved budgets, and alerting CAO/Council of any relevant discrepancies versus annual operating and capital budgets.
- b) Operational – Executive responsibility for assessing, planning, implementing, monitoring and evaluating all programs and services offered by the township in relation to Roads Department.
- c) Human Resources -- Responsible for supervising and directing the work of approximately 6 full-time and 2 seasonal employees including scheduling and conducting annual performance appraisals. Demonstrated interpersonal skills and leadership abilities. Responsible for coaching, developing and providing feedback to staff, including taking corrective actions when necessary.

Working Conditions:

This position works interchangeably in a climate-controlled office environment in



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addition to working in outdoor or garage work environments with regular exposure to inclement weather, dirt, dust, noise, vibration, grease and oil. Frequent travel to construction sites and public property. Non routine work hours, additional work hours beyond that of the normal work week expected on a regular basis. Occasional lifting and carrying of items weighing 50lbs. Required to attend public meetings, council meetings and interact with allied agencies and institutions. Additional travel may be required.

This position must be on call to work varied hours due to unexpected circumstances, roadside assistance during vehicular accident investigations and winter snow removal situations.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Chief Administrative Officer

Date