



Manager of Operations – Public Works

Full time Permanent

Salary \$115,356-\$134,950

Primary Function

The Manager of Operations is responsible for leading and managing all work crews and staff involved in Public Works and seasonally in Parks operations. This role ensures work is effectively planned, prioritized, assigned, supervised, and reviewed. The Manager oversees depot operations, fleet, budgets, service levels, and equipment, and ensures the safe operation and maintenance of roads, bridges, sidewalks, culverts, and related infrastructure.

Key Responsibilities

Leadership & Supervision

- Supervise, coach, motivate, and evaluate employees and work crews; provide operational coverage as required.
- Coordinate and deliver staff training to ensure compliance with policies, procedures, and equipment standards.
- Provide oversight to contractors and hired equipment, track hours and document daily operations.
- Coordinate winter maintenance activities to maintain road conditions in accordance with O. Reg. 203/02, Minimum Maintenance Standards.
- Monitor work quality, efficiency, timelines, and budgets; provide progress updates and recommendations to the Director.
- Approve employee time records.

Business & Administrative Management

- Assist in the development and administration of depot budgets and resources.
- Prepare reports and recommendations to Council and Committees regarding equipment, facilities, and projects.
- Manage tangible capital assets, supplies, materials, and equipment in compliance with the Purchasing Policy.
- Maintain compliance with collective agreements, health and safety legislation, traffic regulations, and related laws.
- Review and update policies and procedures to meet current legislative requirements.
- Investigate issues, implement corrective actions, and escalate emergencies requiring additional expenditures.
- Liaise professionally with management, staff, contractors, consultants, agencies, and the public.
- Provide testimony at legal proceedings related to road or operational matters.
- Perform other duties as assigned.

Equipment & Depot Management

- Ensure effective management, security, and maintenance of depot facilities and equipment.
- Ensure daily equipment inspections and required documentation are completed.

Qualifications

- Engineering Technician or Technologist diploma with a minimum of seven (7) years of progressive experience in a municipal or private-sector environment, or an equivalent combination of education and experience.
- WHMIS certification.

- Valid G driver's license with a satisfactory driving record.
- DZ license is an asset

Skills & Competencies

Knowledge

- Municipal, provincial, and federal regulations related to public highways, workplace safety and compliance.
- Equipment operation, construction, and road maintenance practices.
- Strong leadership, coaching, and team-building skills.
- Excellent communication, customer service, and interpersonal skills.
- Strong planning, analytical, problem-solving, and time-management abilities.
- Proficiency in Microsoft Word and Excel.
- Ability to manage multiple priorities in a fast-paced environment and work outside regular business hours.
- Sound judgment and professionalism when dealing with the public and stakeholders.

Additional Information

- This position requires work outside normal business hours.
- A Township vehicle is provided.

The successful candidate must provide, prior to commencing employment:

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check based on vulnerable sector from a Canadian Police Information Centre

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. **on April 17, 2026**. Replies should be addressed to Valerie Ratchford, Human Resources Advisor at resumes@scugog.ca.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation please contact Robyn Hulowski.

NOTE: As part of the selection process, applicants to this position may be required to complete a written and/or oral and/or practical test.