



**Recruitment Package for  
the Position of Manager of  
Public Works**



**September 2022**



## Welcome!

Dear Potential Candidates,

Thank you for expressing your interest regarding our recruitment for the position of Manager of Public Works. This role is an integral part of our management team and focuses on the efficient and effective operation, administration and budget management of the Public Works department.

The Township of Selwyn is a progressive, inclusive, and friendly workplace, where our employees aspire to provide excellent customer service through innovative and efficient services. The Township recognizes that its success depends largely on its employees. We offer competitive salaries, a comprehensive benefits plan and support and promote continuing professional development.

The Public Works Department is responsible for a wide variety of services including roadways, waste management services, water & wastewater services and stormwater management systems. We are searching for someone to join our team who is enthusiastic and up to the challenge of overseeing our Public Works Department.

I'm hopeful you will find this recruitment package useful as you consider submitting your application for this position. Please do not hesitate to contact me or our Human Resources Coordinator, Kim Berry for more information about this opportunity.

Sincerely,

***Janice Lavalley***

Janice Lavalley  
C.A.O.

Janice Lavalley, C.A.O.  
Email: [jlavalley@selwynthownship.ca](mailto:jlavalley@selwynthownship.ca)  
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## The Township of Selwyn Invites Applications for the Position of Manager of Building & Planning

Due to an upcoming retirement, the Township is seeking a **Manager of Public Works** who as part of the Management Team, will be responsible for the efficient and effective operation, administration and budget management of the Public Works Department including roadways, waste management services, water & wastewater services and stormwater management systems. A detailed job description and recruitment package are available.

The ideal candidate will have a post secondary education in an engineering field or related discipline, with five years related managerial experience in a municipal public works environment. Candidates with the Certified Road Supervisors designation will be preferred. The Civil Engineering Technologist (CET) certificate is considered an asset.

This person will be expected to show a demonstrated commitment to ongoing professional development, and excellent knowledge of legislation pertaining to public works areas of service, including water treatment and wastewater treatment systems. Candidates must have a proven ability to deal with the public and foster and maintain strong partnerships. Using initiative and good judgement in carrying out the duties of the position, this person must be flexible, adaptable and possess excellent research & analytical, organizational, communication, and interpersonal skills. This person requires superior customer service skills and must act professionally in providing service to the public. Strong knowledge in the use of personal computers and accounting systems, spreadsheets, database applications and word processing is also required to fulfil the requirements of the position.

The present salary range for this position is \$100,110 - \$121,805 per year based on a 40 hour work week.

Qualified candidates are invited to submit an application including a resume by **12 noon, Friday, October 14<sup>th</sup>, 2022** to:

Kim Berry, HR Coordinator  
Township of Selwyn  
Box 270  
Bridgenorth, Ontario  
K0L 1H0

Office Location  
1310 Centre Line, Selwyn, ON  
Telephone: 705-292-9507  
Fax: 705-292-8964  
e-mail: [kberry@selwyntownship.ca](mailto:kberry@selwyntownship.ca)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection. We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.*



## Job description & Key Competencies

Township of Selwyn Job Description		
Position:	Manager of Building and Planning	Page: 1 of 4
Reports To:	Chief Administrative Officer	Date: September 2022
This Job Description is : <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded		

### **Job Summary:**

As part of the Management Team, responsible for the efficient and effective operation, administration and budget management of the Public Works Department including roadways, waste management services, water & wastewater services and stormwater management systems.

### **Duties and Responsibilities:**

1. Responsible for ensuring that road maintenance and construction activities are carried out in a timely and efficient manner as per municipal practices and procedures and in accordance with all legislative/regulatory requirements.
2. Responsible for the maintenance of Public Works Department buildings, vehicles/fleet and equipment.
3. Responsible for the maintenance of roads, driveways and parking lots servicing designated municipal facilities.
4. Responsible for the maintenance and operation of the municipal landfill sites ensuring compliance with the Environmental Compliance Approval, the approved Design and Operations Plan, the Annual Monitoring Reports and all relevant legislation/regulations.
5. Responsible for the ongoing maintenance of municipal gravel pits, ensuring that all requirements for licensing are adhered to.
6. Responsible for the ongoing maintenance and operation of the municipal stormwater management systems including underground infrastructure and stormwater retention facilities.
7. Responsible for the maintenance and operation of the municipal water and wastewater services and facilities ensuring compliance with all applicable legislative/regulatory requirements.
8. Responsible for overseeing contracted services and addressing any operational issues as required, including waste collection services, construction/maintenance activities, water and wastewater services.
9. Responsible for the review and provision of comments related to development applications and agreements as required in relation to road construction, stormwater management systems, water and wastewater infrastructure components of the proposal.
10. Negotiates with landowners to acquire property for road widening and/or other Public Works purposes as directed by Council.



11. Reviews problems with staff and contractors and provides guidance as to methods, priorities or other assistance that may be required.
12. Adheres to legislation and regulations of various Provincial and Federal Ministries, including the Ministry of the Environment and Climate Change, and agencies and Township Policies.
13. Prepares the operational and capital budget for the Public Works Department. Ensures accurate administration and monitoring of related expenditures.
14. Responsible to ensure the effective scheduling of employees and work assignments to ensure the efficient use of financial and human resources, and ensuring timely response to emergency situations within the Township.
15. Responsible to ensure that Public Works related requests and concerns from ratepayers, utilities, developers, agencies and other levels of government are investigated to ensure the necessary response/action is taken in a timely manner.
16. Prepares reports and provides recommendations regarding the Public Works Department to Council for its information and discussion. Acts as a resource person to Council with respect to Public Works related matters.
17. Responsible for the development, implementation, and evaluation of Departmental policies/procedure/standards. Assists with long-strategic planning for municipal operations and services.
18. Assists with the completion and submission of applications for grants and funding.
19. Fosters a positive work environment, continuous improvement and customer service excellence.
20. In accordance with the Township Organizational Policy, reviews with the CAO the appointment, promotion, dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
21. Responsible to make purchases of major supplies, services, or components or operating items in accordance with the Township Procurement Policy.
22. Prepares cost estimate, tender quotation and proposal documentation as required for consideration.
23. Responsible to ensure payroll information and equipment time sheets are prepared and to forwarded to the Payroll Coordinator, in an accurate and timely manner.
24. Ensures all revenues and invoicing information is submitted to the Accounting Assistant in an accurate and timely manner.
25. Verifies and submits all billings for sales and service to the Accounting Assistant in an accurate and timely manner.



26. Produces and maintains any forms, records, reports, logs and correspondence as required.
27. Attends and prepares for meetings as required. Represents the municipality at various functions or circumstances as required.
28. In conjunction with other designated staff, available 24 hours per day, 7 days per week to respond to emerging issues and incidents and undertaking appropriate action in accordance with established Township procedures and/or legislated duties.
29. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
30. Responsible to communicate directly with the general public, members of Council or other personnel, regarding any Public Works inquiries and ensures effective issues management.
31. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation, and to ensure that employees under their supervision adhere to the same and to be in compliance with applicable law.
32. Performs other duties and participates in special projects as assigned.

**Supervision:**

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Public Works Department.

**Contacts:**

Internal: With the Chief Administrative Officer, the Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With contractors, utilities, suppliers, engineers, consultants, lawyers and insurance agents to provide information to complete work assignments.

With various Municipal/Provincial/Federal agencies to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Normal office conditions and exposure to a normal garage environment.

Exposure to hazards and inclement weather conditions. The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

Regularly required to attend meetings outside of normal office hours.



**Job Knowledge:**

Post secondary education in an engineering field or related discipline. Five years management experience in a municipal public works environment. Certified Civil Engineering Technologist (CET) Certificate an asset. Certified Road Supervisors designation preferred.

A demonstrated commitment to ongoing related professional development.

Thorough working knowledge of road construction, maintenance activities and safety procedures required.

Excellent knowledge of Municipal/Provincial/Federal legislation pertaining to public works areas of service, including those pertaining to the Township's large municipal residential water treatment system and wastewater treatment system.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Good knowledge of personal computers, word processing, spreadsheets, database applications and accounting systems.

Strong organizational and human resources, project and fiscal management skills. Excellent oral and written communication skills and report writing experience.

Proven ability to deal with the public and foster and maintain strong partnerships.

Ability to cope with numerous different Public Works related requests and/or projects simultaneously.

**Key Competencies:**

- Communication
- Customer Focus
- Decision Making
- Initiative
- Interpersonal Skills
- Organization & Planning
- Strategic Thinking/ Business Acumen



## About the Township of Selwyn

### Highlights:

- The Township of Selwyn is situated centrally in the County of Peterborough, and is bordered by the City of Peterborough in the southeast.
- The Township of Selwyn is the most populated municipality in the County of Peterborough, with an approximate population of 18,600.
- The Township of Selwyn has close to one third of all the households' in the County of Peterborough and approximately 34% of the workforce.
- The Public Works Department is responsible for maintaining over 320 kilometres of roads, 13,000 metres of sidewalks, and 620 streetlights. The majority of road construction work is professionally handled in-house using Township staff, materials, and equipment; and is scheduled beginning in spring and continues through late fall.
- The dominant industry in the Township of Selwyn is retail and other services including tourism. The home-based business sector is growing.
- The Village of Lakefield and the Woodland Acres Subdivision are serviced by full municipal water and sewer systems. The water and sewer system is in the initial stages of a planned expansion, which would service the Lakefield Secondary Plan Area.
- High-speed internet is available throughout the majority of the Township.

### Our Township – A wonderful place to live, raise a family, work and visit...

Centrally located in the County of Peterborough, one hour north of the Greater Toronto Area, our community is surrounded by water on three sides and borders the City of Peterborough and the City of Kawartha Lakes.

The Township of Selwyn boasts many local attractions and events that enhance the quality of life for residents and tourists alike.

Whether you are visiting the area to enjoy our many attractions, festivals and special events, our beautiful lakes and rivers, beaches and parks, or the hospitality of our local people and businesses, you'll find that Selwyn has so much to offer!

#### Prosperous

A lively, vibrant community, the Township of Selwyn ranks outstandingly high on the quality of life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, its home to one of the County of Peterborough's most stable economies. The Township literally hums with activity, and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, work and play here.

#### Safe & Family-Friendly

There are tangible reasons why the Township of Selwyn is considered a wonderful place to raise a family. The County of Peterborough boasts an overall low crime rate. The air and water are clean, housing is plentiful and affordable, and schools and medical facilities are outstanding. But there are other reasons – not so measurable but just as important: a sense of community, a focus on families, solid values, and a genuine concern for others – all of which you'll find here in abundance.





## Exceptional Education Opportunities

With some of the best schools and research facilities in the province, this is where we really shine. The area is a regional center for learning and is home to two post secondary institutions, Fleming College and Trent University. Further, world renowned research facilities are also situated in the area, namely, SGS Lakefield Research Limited and the Greater Peterborough Innovation Cluster. Further, high quality elementary and secondary education is a priority.

## Entertainment – Alive and Thriving

The Township is home to a number of golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. It's all here – dazzling culinary adventures, arts and entertainment. The Township offers entertainment and recreation which caters to all ages – students, young professionals, families and retirees. The Township has a variety of options for enjoying culture, a night out on the town or a fun-filled day of sports and recreation.

## Outdoor Recreation

And don't forget the great outdoors – the Township has a number of public parks, beach areas and recreational trails. Further, the Township is home to softball, baseball, tennis, speed skating and cross-country skiing facilities.

At any location in the Township you are just minutes away from one of the Kawartha Lakes. Many Township residents have lake homes and cottages that serve as a peaceful getaway on a hot summer weekend. Fishing, boating and water sports are popular activities, as is putting your feet up and watching the spectacular sunset.

## Our Communities

The Township of Selwyn was created by virtue of two amalgamations and one name change. The Township of Smith and the Township of Ennismore amalgamated on January 1<sup>st</sup>, 1998. The Township of Smith-Ennismore then amalgamated with the Village of Lakefield on January 1<sup>st</sup>, 2001. The Township changed its name to the Township of Selwyn in 2013.

Township residents have come together as a combined municipality under one name but still remain connected to their historical Township Ward: Ennismore, Lakefield and Smith.

## Bridgenorth

The Hamlet of Bridgenorth is a small residential community situated on beautiful Chemong Lake amid a largely rural landscape. Bridgenorth offers a centralized destination for shopping and services, and meets the daily needs of residents and tourists. Bridgenorth has lands suitable for a variety of commercial development.





## Ennismore

The Hamlet of Ennismore is historically picturesque with the post office, general store, and community church centrally located as in the days of old. Ennismore is centered in a mainly rural area, and provides a focal point for community recreational and social events including hard and softball diamonds, soccer pitches, tennis and basketball courts, ice and curling rinks and reception facilities. Chemong Lake, Buckhorn Lake and Pigeon Lake border the Ennismore ward.



## Lakefield

The Village of Lakefield is a small urban community of approximately 2,500 people located on the Otonabee River, part of the historic Trent Severn Waterway system. Lakefield is primarily a residential community with historic homes and heritage sites carefully combined with modern residential areas. Lakefield offers many of the amenities of “big city” life in a quaint, small town setting.

## Young's Point

The Village of Young's Point is the home of Lock 27 on the Trent-Severn Waterway network. The lock has a lift of seven feet and was built in the early 1870s. To the south you can travel through Katchewanooka Lake towards Lakefield and onto Peterborough, and to the north you can travel through Clear Lake and on to Stoney Lake, Buckhorn and Pigeon Lakes and beyond. Young's Point is key destination for thousands of cottagers in search of great shopping, restaurants, and marinas. Young's Point is also a favourite spot for nearby residents to fish, swim and picnic.



## Buckhorn

The Town of Buckhorn lies on the boundary line between the Municipality of Trent Lakes and the Township of Selwyn, with the majority of the area in Trent Lakes. The area is rich in culture with its many art galleries, antique stores, cultural events and attractions.





## The Township of Selwyn's Corporate Strategic Plan

### Vision Statement

A Vision Statement describes a compelling, conceptual image of the desired future for the Township of Selwyn as a whole.

**A progressive, sustainable community.**

### Mission Statement

A Mission Statement identifies the purpose of the Corporation of the Township of Selwyn and how it will deliver on the vision statement.

**Leader in providing innovative and effective municipal services.**

### Values

Values are the principles that govern the behaviour of the Corporation of the Township of Selwyn, its officials, and staff.

**Integrity**

**Trust and Respect**

**Environmentally-Responsible**

**Professionalism and Accountability**

**Inclusivity**

### Goals

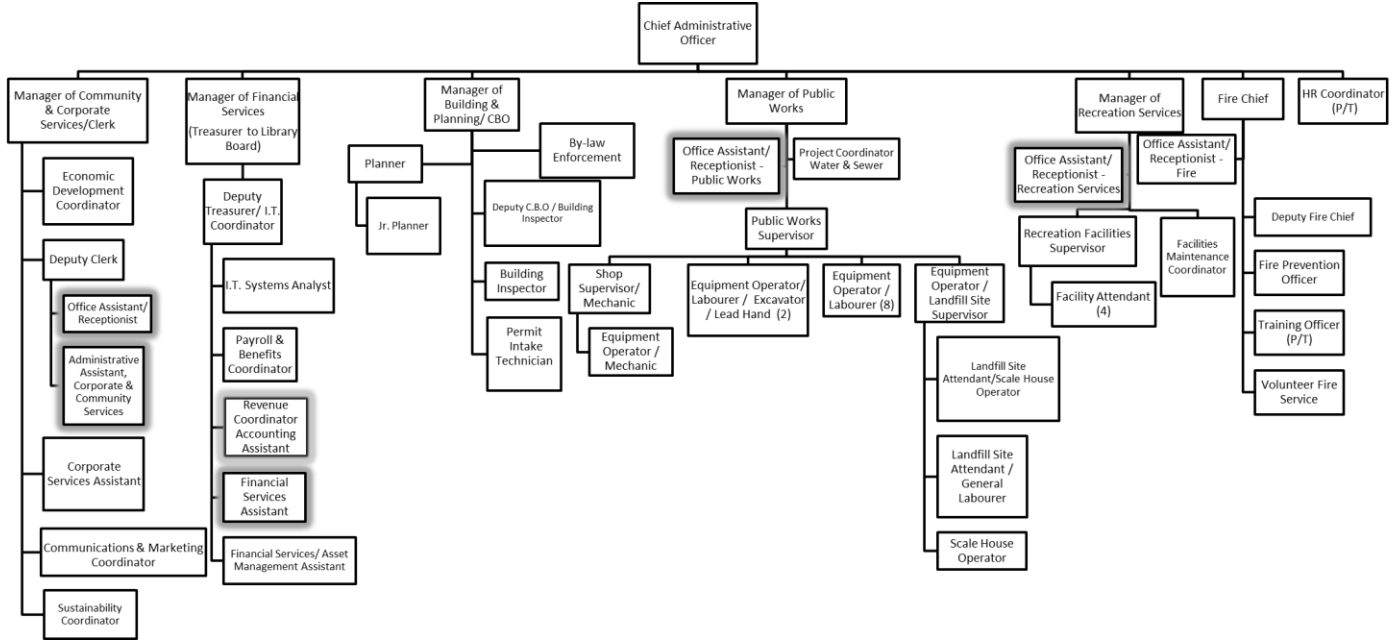
Goals identify broad areas where the Corporation needs to focus in order to achieve the vision and implement the mission. Goals are clarified by the initiatives associated with it. The following Goals have been developed:

- 1. Foster a healthy, engaged and connected community**
- 2. Achieve excellence in governance and service delivery**
- 3. Support a sustainable, balanced and investment-ready community**
- 4. Cultivate partnerships and promote collaboration**

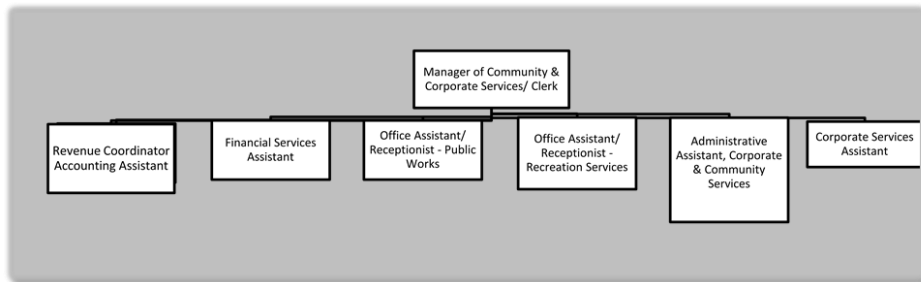


# Organizational Structure

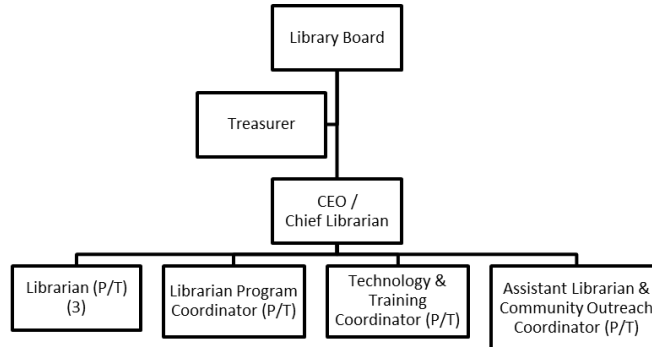
## Selwyn Township



## Customer Service & Administrative Support Team



## Library





## The Benefits of Working with the Township of Selwyn

There are many benefits to joining our team!

- Competitive annual salaries
- Comprehensive benefits plan including:
  - Life Insurance
  - Long Term Disability coverage
  - Short Term Disability coverage
  - Accidental Death & Dismemberment coverage
  - Dental benefits
  - Health benefits (including but not limited to):
    - Drug Plan
    - Semi-private accommodation in hospital
    - Audio, Medical Items
    - Professional Services
    - Vision
    - Travel benefits
- OMERS Pension Plan
- Healthy Lifestyle Benefit
- Professional development and training opportunities
- Focus on employee Work/Life Balance and social events for staff

We've asked the employees: "What in your opinion makes the Township of Selwyn a great place to work?"

The Top Responses included:

- ⇒ Benefits / Pension Plan
- ⇒ Staff / Co-workers
- ⇒ Work Environment / Atmosphere
- ⇒ Wages/Pay
- ⇒ Management Team / Open Door Culture
- ⇒ Training Opportunities
- ⇒ Flexible Hours/ Work Life Balance