

## **TOWNSHIP OF EDWARDSBURGH/CARDINAL**

### **JOB DESCRIPTION**

**JOB TITLE:** Director of Operations  
**REPORTS TO:** Chief Administrative Officer  
**SALARY GRID LEVEL:** 7  
**CLOSING DATE:** January 4, 2026

#### **Position Summary:**

Reporting to the Chief Administrative Officer (CAO), the Director of Operations manages and ensures appropriate performance of the Public Works Department and Environmental Services Department. This includes operation and maintenance activities associated with the municipality's infrastructure. The infrastructure includes, but is not limited to roads, bridges, sidewalks, water treatment and distribution, wastewater collection and treatment, stormwater collection, waste disposal, drainage, municipal drains, etc. The Director of Operations provides recommendations for development applications and ensures that relevant municipal programs, goals, objectives and policies are effectively implemented.

#### **Required Qualifications:**

- Post secondary education in a related field
- Minimum of five years senior level municipal experience in relevant field
- Effective management, team building, leadership and supervisory strengths with a commitment to continuous improvement
- Strong capability to identify needs, plan and develop goals, priorities and other outcome measures
- Familiarity with related municipal legislation and other relevant provincial statutes
- Knowledge of tendering and contract administration
- Personal initiative with good planning and organizational skills as well as a high degree of integrity and professionalism
- Excellent interpersonal, oral and written communication skills
- Computer literacy in relevant software
- Valid Ontario drivers' license

### **Position Description:**

- As a member of the Township's senior management team, exercises full management responsibility for the overall efficient operation of the Public Works Department and the Environmental Services Department.
- Recommends, implements and monitors an annual Departmental Work Plan
- Evaluates the effectiveness of policies, programs and resources to meet established objectives and makes recommendations for appropriate action.
- Develops department operational/capital requirements and maximizes efficiencies by seeking grant opportunities, reviewing contracting opportunities, utilizing outside expertise, fostering partnerships, applying current technology and arranging appropriate staff training.
- Maintains, implements and regularly reviews the Township's infrastructure operating policies. Advises relevant personnel, departments, contractors and consultants of standards and policies, monitors compliance and recommends changes to the CAO.
- Ensures all legislated and regulated health and safety requirements are observed and that sound safety practices are maintained. Participates as a management representative on the Joint Health & Safety Committee.
- Coordinates responses to emergency conditions related to appropriate departments and is a member of the Township's Emergency Control Group.
- Regularly monitors the testing methods and results of water treatment, wastewater treatment and solid waste operations to ensure that environmental standards are being met.
- Liaises with other municipalities, both upper and lower tier, the provincial government, industry and the public regarding technical, financial and day-to-day matters.
- Develops a positive and proactive customer service philosophy throughout the departments, responding to public inquiries and complaints according to approved policies.
- On an ongoing basis, monitors the productivity of the departments' programs and cost containment objectives as determined by Council
- Monitors the work and performance of contractors and consultants carrying out maintenance and/or operational services. Reviews reports, making recommendations regarding results obtained and procedures used.
- Oversees the operation of all construction and maintenance of local roads to ensure that required standards and specifications are met or exceeded.
- Performs the responsibilities of the position within the legislated and regulatory standards set out in applicable Provincial and Municipal statutes.
- Obtains, maintains and reviews appropriate and relevant information and government legislation that relates to the operation of the departments.
- Plans and controls capital projects, requests for major equipment, building construction and major repairs jointly with relevant Township staff members or the CAO. Oversees the tendering process and specifications pursuant to Township policy; reviews and evaluates bids and provides recommendations to the CAO and Council.
- Prepares operating and capital budgets and capital program for all areas of responsibility.

- Recommends hiring, promotions, pay adjustments and disciplinary action for Public Works and Environmental Services employees in accordance with the Municipality's policies and the Collective Agreement.
- Reviews and monitors financial reports and takes any necessary corrective measures to remain within the approved budget.
- Responsible for oversight of solid waste collection and disposal, including transfer site and closed waste disposal sites.
- Establishes and monitors a preventative maintenance program on all equipment, facilities and other assets within the departments.
- Supervises consultants and contractors employed by the Municipality for related projects.
- Maintains files, plans and records for infrastructure works and liability issues.
- Reviews site plan and subdivision agreements and meets with developers, planners and consulting engineers involved with those agreements to ensure quality control.
- Meets regularly with the CAO and the senior management team to ensure information exchange and to achieve cross-department efficiencies in the deployment of Township assets.
- Provides written reports and attends Committee and Council meetings as required.
- Other duties as assigned by the CAO.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**

**Please send resume and cover letter to Sean Nicholson @ [snicholson@twpec.ca](mailto:snicholson@twpec.ca).**