



Director of Public Works & Engineering

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the CAO, the Director of Public Works and Engineering is a key member of the senior management team, responsible for the leadership, planning, organization, and oversight of all public infrastructure, municipal facilities, and capital and development engineering-related functions. This position plays a critical role in ensuring sustainability, safety, and efficient operations and maintenance of core services and assets, including roads, bridges, water and wastewater systems, stormwater infrastructure, parks and playgrounds, fleet operations, and municipal facilities.

The Director manages the Ontario Clean Water Agency (OCWA) service agreement for water and wastewater services, provides oversight on new development, and leads the procurement process for capital projects and contracted services. This role is key in supporting strategic growth, capital planning and service delivery while ensuring compliance with provincial regulations and alignment with Council-approved priorities and budgets.

Duties & Responsibilities, but not limited to:

Leadership & Management

- Provides strategic leadership to the Public Works and Engineering department, ensuring effective planning, budgeting, and delivery of services.
- Responsible for staff recruitment, selection, performance management, training and development, promotions and succession planning, and health and safety within the department.

Roads and Infrastructure Management

- Oversees the maintenance and rehabilitation of roads, bridges, culverts, stormwater systems and related infrastructure.
- Manages the upkeep and improvement of municipal buildings, parks, green spaces, and playgrounds.
- Manages the development and implementation of long-term Master Plans and asset management plans with the guidance.
- Ensures timely responses to infrastructure failures, emergencies, and weather-related events.
- Facilitates the municipal drain evaluations and works through contracted services.
- Oversees the planning, execution, and coordination of snow plowing operations. Develops and implements snow removal strategies.

Water & Wastewater Services

- Administers and oversees the Ontario Clean Water Agency (OCWA) service agreement for water and wastewater operations, ensuring compliance with all regulatory requirements and performance standards.
- Monitors system performance and regulatory compliance, and coordinates capital and operational improvements with OCWA.

- Reviews OCWA sampling reports and MECP inspection reports including audits.
- Liaises with OCWA and Overall Responsible Operation (ORO) to facilitate the Township's Drinking Water Quality Management System (DWQMS).

Facilities, Parks, and Playgrounds

- Oversees the maintenance and enhancement of municipal facilities, parks, recreational spaces and playgrounds.
- Ensures municipal buildings are safe, accessible, and maintained in accordance with applicable standards.
- Plans and manages improvements to public spaces that support community well-being and recreation.

Engineering & New Development

- Provides oversight of municipal and contracted engineering services, including design, review, and inspection of infrastructure projects.
- Reviews engineering submissions from developers and consultants to ensure alignment with municipal standards and long-term planning objectives.
- Collaborates with Planning and Building department to support responsible new development and subdivision growth.
- Ensures new developments are integrated into the municipal infrastructure network efficiently and sustainably.
- Oversees and approves Engineering and Development standards documents.

Fleet Management

- Oversees the acquisition, maintenance, replacement, and tracking of the municipal vehicle and equipment fleet.
- Develops and manages a fleet lifecycle strategy to ensure reliability, safety, and cost-effectiveness.
- Maintains compliance with safety inspections, operator training, and maintenance records.

Procurement & Contract Management

- Leads the preparation, issuance, and evaluation of Requests for Proposals, Requests for Quotation, and Tenders related to public works and engineering services.
- Ensures procurement follows applicable legislation, Township policies, and best practices.
- Manages consultant and contractor performance throughout project lifecycles, from award through to completion.

Budgeting & Financial Management

- Develops, monitors, and manages departmental annual operating and capital budgets, ensuring cost-effective use of municipal resources.
- Identifies and pursues funding opportunities including grants and partnerships.

Policy, Compliance & Reporting

- Ensures departmental compliance with all relevant provincial legislation, standards, and municipal by-laws.
- Develops and implements policies and procedures related to public works and engineering services.
- Prepares technical reports, Council recommendations, capital plans, and budget forecasts.

Stakeholder & Council Engagement

- Serves as key advisor to the CAO and Council on infrastructure, capital planning, and service delivery.
- Supports in setup and clean up of special &/or community events as needed.

- Attends and presents at Council and Committee meetings as required.
- Responds to public inquiries, concerns, and service requests in a professional and timely manner.
- Participates on interdepartmental and cross-jurisdictional committees and working groups including the municipality's Emergency Response Team.

Qualifications, Skills, Knowledge, Abilities:

- Completion of post-secondary education Civil Engineering or related discipline.
- Certified Engineering Technologist (C.E.T.) or Professional Engineer (P.Eng.) designation.
- Minimum 7 – 10 years of progressive experience of municipal public works or engineering including senior leadership experience.
- Certification under the Ontario Good Roads Association an asset.
- Thorough knowledge of municipal infrastructure systems, engineering practices, fleet operations, asset management, and project management.
- Strong understanding of applicable legislation such as Safe Drinking Water Act, Drainage Act, Water Resources Act, Highway Traffic Act, Occupational Health and Safety Act, and Municipal Act.
- Proven ability to lead, motivate and manage multidisciplinary teams.
- Strong strategic planning, decision making, and conflict resolution skills.
- Experience managing budgets, contracts, and municipal capital projects.
- Excellent communication skills, including report writing and public speaking.
- Ability to build and maintain effective relationships with elected officials, staff, stakeholders, and the public.
- Skilled in managing complex and politically sensitive issues with diplomacy and professionalism.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Strong analytical, critical thinking and problem-solving capabilities.
- High attention to detail and commitment to accuracy and compliance.
- Proficiency in GIS and asset management software (ie CityWide) is an asset.
- Valid Ontario Class G Driver's Licence with a personal vehicle for business use.
- Provide satisfactory Criminal Records Check upon hire.

Salary Range: \$110,237 - \$137,792 (2025 rates). Based on 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid sick and personal days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Public Works & Engineering Director" in the subject line before October 20, 2025. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.