DIRECTOR OF OPERATIONAL SERVICES

An excellent career opportunity awaits at the Township of Muskoka Lakes. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you.

Located in Ontario's cottage country, The Township of Muskoka Lakes is anchored by the larger communities of Bala, Port Carling, and Windermere. The municipality offers the sophistication of a popular tourism destination plus the wholesomeness of country living. With an abundance of natural beauty, Muskoka Lakes is a great place to live, work and play. The Township provides an opportunity to learn, grow and build your career.

Your opportunity to make a difference

The Township of Muskoka Lakes requires a forward-thinking, collaborative, results-focused leader to assume the position of **Director of Operational Services**.

Reporting to the Chief Administrative Officer, the **Director of Operational Services** is responsible for strategic leadership and overall administration and management of the Operations Division including roads, fleet, parks, cemeteries, arenas, community centres, trails, beaches, buildings, docks and wharves and facilities.

You will use your strong leadership, technical and financial skills to guide the Township of Muskoka Lakes through interesting and challenging projects. In addition to leading your respective departments, you will instill corporate values and strategically tie your departments to the municipality's strategic goals and objectives.

Working with stakeholders and Town Council, you will provide information on emerging policy and relative professional and departmental issues as well as options and recommendations enabling the municipality to make informed decisions on behalf of the community.

Key accountabilities include:
- Planning and directing a comprehensive asset management program to ensure the efficient and effective operation and maintenance of Township's infrastructure according to planned targets, budgets, procedures, and priorities and in accordance with applicable legislation.
- Providing technical advice on capital project planning and design, ensuring projects are designed in accordance with Township Standards and accepted engineering and provincial standards, including the review and approval of plans specifications and drawings prepared by external consultants.
- Identifying best practices in the engineering, operations and/or maintenance of municipal infrastructure.
- Developing, recommending, and reviewing applicable policies, procedures, standards, plans and programs for the efficient and effective delivery of services to the residents of the Township.
- Preparing annual operating and capital budgets including forecasts and estimates; identifying and recommending potential funding sources.

- Monitoring operating performance against approved plans procedures, standards.
- Day-to-day coaching and performance of the Operational Services Leadership team and supporting the broader portfolio as it relates to human resources matters.
- Supporting managers to prepare and administer the public tender process for operating and capital projects and overseeing the delivery in accordance with the approved annual plan.
- Preparing and reviewing recommendations, reports and presentations for management and Council. Attending Council, Committee, ratepayer, special interest groups and other meetings as required.

Professional Qualifications

As a candidate for this position, you are a recognized business leader in the field of municipal operations and engineering with 5 to 10 years' experience leading a significant private sector or municipal division. You will also possess a financial background with experience in budgeting, financial reporting and capital asset management and demonstrated success in leading multi-faceted teams to outstanding results. Key qualifications include:

- **Management:** Minimum five (5) years of experience in municipal operations at a senior management level.
- **Infrastructure and Operations:** Minimum ten (10) years of experience in municipal infrastructure design construction and operations; strong technological ability and experience.
- **Strategic and Operational Experience:** Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner and plan, prioritize and balance multiple responsibilities and shifting priorities successfully.
- **Client Focus:** Demonstrated ability to perform duties, lead teams and deliver services and projects with tact and diplomacy in a political and client-based environment.
- **Legislation:** Thorough understanding of municipal and provincial road system standards, with a strong knowledge of the relevant acts and legislative frameworks.
- **Communication Skills:** Excellent communication skills, report writing and presentation abilities.
- **Education and Designations:** University Degree in Civil Engineering or equivalent combination of education and experience. Ideally, licensed to practice professional engineering by Professional Engineers of Ontario (PEO); we will however consider candidates with a CET designation.

How to Apply

To explore this opportunity please apply via email by **February 23, 2024, or sooner to careers@waterhousesearch.net** quoting project **ML-DO.**

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, **jon@waterhousesearch.net**.

The salary range for the position is $135,000 - $159,000 and includes fully-paid group benefits and participation in the OMERS pension.

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Township of Muskoka Lakes *is an equal opportunity employer committed to diversity in the workplace.*

WATERHOUSE
EXECUTIVE SEARCH