MUNICIPALITY OF
GREENSTONE

# EXTERNAL JOB POSTING PW-26-31

## Public Services Department
## Manager Designate of Public Works

Date Posted: November 25, 2026 Job Type: Permanent/Full-Time
Current Job Description Applies Non-Unionized Salary: $82,269.06 - $88,983.87

**GENERAL**

- Responsible for managing the day-to-day operation of the Public Works department while working alongside the Public Works Manager to build leadership competence and support eventual succession.
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**ELIGIBILITY REQUIREMENTS**

- Minimum Grade 12 education,
- Diploma (CET) in Civil Engineering or a Certified Road Supervisor (CRS) accreditation, with at least 5 years of municipal senior management experience, or equivalent is preferred:
- Minimum 5 years' experience in large project planning, engineering design and construction of municipal infrastructure.
- Outstanding motivational, organizational and management skills
- Working knowledge of computers and relevant programs
- Competency with the Occupational Health and Safety Act
- Valid Ontario Drivers Licence
- Excellent oral and written skills
- Experience working in a unionized environment
- Ability to prepare and manage large capital and operating budgets
- Bilingualism is an asset.

**REPORTING RELATIONSHIP**

- Reports to Director of Public Services

**DUTIES AND RESPONSIBILITIES**

- Approves and/or reviews engineering drawings and specifications for Public Works related projects
- Regularly visits active construction sites to provide guidance and direction to Municipal employees
- Follows Federal and Provincial Statutes, regulations, and standards with respect to Health and Safety, design, construction and material requirements of municipal utility infrastructure
- Allocates capital resources (equipment)
- Provides technical guidance and assistance to all Public Works working supervisors and foremen
- Responsible for preparation of scope of work as required to prepare procurement documents for the Public Works department
- Responsible for the preparation and administration of the Public Works capital and operating budgets
- Participates in Asset Management data collection

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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- Establishes priorities for Public Works over the entire municipality
- Oversees maintenance of Public Works assets, fleet and equipment
- Maintains CVOR registration
- Ensures Compliance with One Call locate requests
- Supervises all aspects of landfill operations
- Liaise with Government Ministries, agencies, the public, contractors, fire departments and municipal staff
- Participates as a member of the Public Services Team

**WORKING CONDITIONS AND HOURS OF WORK**

- 7 hours/day, 35 hours/week
- Overtime as required

Applicants must apply in writing by no later than 4:30 p.m. on December 11, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON P0T 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

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