



Position Title: **Director of Public Works & Fleet**
Reports To: CAO
Status: Full-time
Revision Date: August 19, 2025

JOB PURPOSE

Reporting to the Chief Administrative Officer, the Director of Public Works & Fleet is responsible for providing visionary leadership and strategic direction, ensuring the efficient planning, development, and maintenance of municipal infrastructure and fleet operations. This role is vital in managing critical public assets and services that enhance community well-being and safety. The Director of Public Works and Fleet supports the municipality's mission to deliver high-quality public services, promote economic growth, and improve the quality of life for residents. Key outcomes include optimized infrastructure performance, the innovative use of technology in asset management, and active collaboration with stakeholders to align initiatives with community needs.

SPECIFIC ACCOUNTABILITIES

- Oversee the design, construction, and maintenance of municipal infrastructure, including roads, bridges, water, and sewer systems.
- Ensure infrastructure projects adhere to budget, quality, and timeline expectations.
- Direct the acquisition, maintenance, and retirement of municipal fleet vehicles and equipment.
- Facilitate performance evaluations, setting clear objectives and providing constructive feedback
- Implement strategies to enhance fleet efficiency, extend lifecycle, and reduce operational costs.
- Develop and manage the annual budget for the Public Works and Fleet department, monitoring financial performance for fiscal responsibility.
- Ensure compliance with relevant federal, provincial, and municipal regulations, and establish a culture of safety in departmental operations.
- Collaborate with the Human Resources Manager to recruit, train, and develop department staff.
- Implement performance management processes and succession planning.
- Lead major public works projects from inception through completion, engaging the community for feedback.
- Apply project management best practices and tools for optimal outcomes.
- Align department policies with municipal objectives and regulatory standards.

- Identify risks in public works and fleet operations, implementing mitigation strategies.
- Minimize environmental impact of public works and fleet operations through strategic initiatives.
- Act as a primary contact for public works inquiries and build relationships with community and government entities.
- Promote and integrate innovative technologies to improve operations.
- Stay informed of industry trends to enhance services.
- Lead emergency response plan development for infrastructure and fleet.
- Contribute to long-term municipal strategic planning to align public works with community goals.
- Perform additional duties as assigned by the Chief Administrative Officer.

WORKPLACE REQUIREMENTS

- Valid Ontario Driver's License.
- Proven experience in managing complex infrastructure or fleet projects, including financial responsibility.
- Understanding of relevant regulations in Ontario for public works.
- Ability to work in an office and conduct on-site inspections in various conditions.

RELATIONSHIPS

- Internal: All departments within the Municipality of Red Lake with close working relationship with the Director of Community Services.
- External: Provincial and Federal agencies, contractors, utility providers, and the public.

KNOWLEDGE, SKILLS, & TECHNICAL ABILITIES

- 5-10 years of progressive experience in public works or municipal operations, with at least 5 in senior leadership.
- Bachelor's degree in Civil Engineering, Public Administration, Environmental Engineering, or equivalent.
- Strong leadership and team development abilities.
- Excellence in problem-solving, data analysis, and decision-making.
- Effective communication of technical information and stakeholder engagement.
- Proficiency in project and fleet management software.
- Comprehensive understanding of civil engineering for infrastructure development.
- Knowledge of environmental sustainability and resource management strategies.
- Skill in strategic plan development and implementation.
- Competent in leading diverse teams and making swift, informed decisions.
- Relationship-building with community members and partners.