



Public Works Manager \$107,615 - \$121,111 (2025 Rates)

The Township of Elizabethtown-Kitley, located in Eastern Ontario within the United Counties of Leeds and Grenville, is a thriving rural community with the added benefit of proximity to urban amenities. The township is just a 20-minute drive from Brockville, with Ottawa and Kingston less than an hour away, and both Toronto and Montreal are only 200 kilometers from our doorstep.

Elizabethtown-Kitley boasts a diverse business landscape, including agriculture, manufacturing, industry, contracting, and tourism. Living here offers a unique experience, with affordable residential options ranging from rural and urban homes to heritage properties, hobby farms, and full agricultural operations.

The Township offers a welcoming environment to relax and enjoy the stunning St. Lawrence River and surrounding lakes, all within a short drive. With a wide range of recreational, educational, and cultural activities available throughout the year, there's something for everyone to enjoy in every season.

Your Opportunity to Make a Difference

Lead the Department that Closely Affects Everyday Life for Everyone in the Township

Reporting to the Administrator (CAO), the Public Works Manager is accountable for overseeing the effective management and performance of the Public Works Department. This includes capital projects, operations, and maintenance activities related to municipal infrastructure, fleet, and assets. The role involves developing policies and procedures, as well as providing oversight of departmental operations. The Public Works Manager also offers strategic advice and technical guidance to the Administrator and Council on a wide range of public works matters and is responsible for addressing inquiries and resolving complaints from staff, elected officials, and the community.

The ideal candidate will possess a Diploma in Engineering (CET designation is an asset) or a related field, or an equivalent combination of education and experience. A minimum of five years of relevant experience is required, including at least two years in the municipal sector, in a supervisory role or following completion of supervisory/management courses. The candidate must have a strong working knowledge of municipal infrastructure operations and maintenance, including materials and supplies, equipment operation, waste disposal, collection and landfill operations, road design and construction, surveying and inspection, and tender and contract administration.

The successful candidate will consistently demonstrate initiative and a commitment to providing exceptional customer service, handling all situations with professionalism and respect. Strong interpersonal skills are essential for building and maintaining collaborative relationships both within and outside the organization. Excellent time management skills are required, with the ability to prioritize tasks effectively. The candidate must be adept at analyzing complex situations and data, identifying potential issues, and developing both strategic and detailed plans to address them. They should be proactive in recognizing staff strengths and weaknesses to mitigate challenges.

Additionally, the candidate will be able to provide comprehensive guidance and training on approved practices and procedures. A resourceful individual, they must be skilled at interpreting relevant legislation, by-laws, guidelines, and policies, and have a keen interest in quality and process improvement. Proficiency in Microsoft Office Suite is required, with experience in GIS, PSD Citywide Maintenance Manager, and FMW considered assets. A valid Class G driver's license is also required.

Apply Today via Email

Deadline: Friday, May 2nd, 2025, at 4:00 pm.

Attention: Rob Nolan, Chief Administrative Officer at rnolan@ektwp.ca.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.