

**Job Offer**

**Position: Division Manager, Public Works (management position)**

Under the supervision of the Director General of the Municipality, the candidate will manage all of the division’s activities.

**RESPONSIBILITIES**

* On a yearly basis, plans the division’s seasonal activity calendar, as per established priorities, available resources, and allotted budget;
* In collaboration with the Director General of the Municipality, prepares preventive maintenance programs for buildings, vehicle fleet, water and sewer systems, roadway and sidewalk networks, cycling paths and street lighting, he or she will ensure the completion of repairs and maintenance and/or construction works in compliance to set deadlines and current standards;
* On a regular basis, he or she will tour the territory to assess the state of the entire municipal infrastructure, will submit his or her observations and recommendations to his or her immediate superior, as well as assess the costs of related corrective works;
* Analyses and solves encountered technical issues;
* Leads, supervises, plans, verifies and assesses the performance of the personnel—both qualitatively and quantitatively—and contributes to setting up a stimulating work environment for his or her team as well as ensures maintaining good relationships with co-workers;
* Ensures compliance with the provisions of the collective agreement as part of his or her duties as Division Manager;
* Coordinates and supervises all construction and maintenance works contracted out to various trade workers or specialized contractors;
* Prepares budgets and estimates costs for the building and rebuilding of public roads, water and sewer systems, etc.;
* Carries out any other tasks related to his or her position or that is required by his or her immediate superior;
* Ensures the establishment, implementation and training of health and safety standards for staff.

**TRAINING**

* Detain a Diploma of College Studies (DCS) in Civil Engineering;
* Any combination of training and experience will be considered;

**PROFESSIONAL EXPERIENCE AND SKILLS**

* Possess five (5) years of experience in the execution and supervision of roads and infrastructure—such as culverts, rain water drainage and management systems, water and sewer systems, etc.—construction and maintenance;
* Hold or be able to obtain a General Safety Course Certification on construction sites;
* Good knowledge of Microsoft Office Suite;
* Personnel management skills; known to be a mobilizing leader;
* Linguistic knowledge: Intermediate proficiency in French (spoken and written); functional English (spoken and written);
* Hold a valid Class 5 driver’s licence, Class 3 being an asset;
* Experience in construction work-site supervision (civil works) is an advantage;

Remuneration will be established as per the selected candidate’s qualifications;

Anyone who is interested in applying for this position can do so by writing to the following email: **mbeaulieu@gslr.ca** or by coming in person to this address: 88, des Érables Street, Grenville-sur-la-Rouge, QC, J0V 1B0

**Deadline for application: November 16, 2020**