

JOB OFFER

Road and Infrastructure Manager

The Municipality of West Bolton is looking for a permanent position as a Road and Infrastructure Manager. The person we are looking for will be responsible for the management, planning, coordination, supervision and execution of the municipality's road and infrastructure activities.

MAIN RESPONSIBILITIES

- Plan, organize, lead, and control the execution of public work in accordance with the direction of the Municipal Council, laws and regulations concerning roads and waterways;
- Ensure that construction, improvement and maintenance work is completed and regularly inspects all the municipality's roads to ensure safety;
- Ensure preventive road's maintenance and repair (grading and resurfacing, dust control, shoulders, drainage, signage, snow removal, etc.);
- Ensure the follow-up and control of expenses related to the activities under its responsibility;
- Assist the Director General with grant applications, accountability reporting and tendering;
- Respond to citizens' requests and complaints regarding road services under his responsibility;
- Respond to emergency calls as required;
- Carry out all other related tasks at the request of the Director General.

REQUIREMENTS

- Have a *DEC* in civil engineering or an *AEC* in municipal administration or the equivalent or any other combination of training or experience deemed relevant;
- Excellent initiative, autonomy, organizational and planning skills;
- Demonstrate flexibility to work outside of regular office hours on occasion: emergency calls, snow removal supervision, etc.
- Good communication skills in both French and English;
- Have a valid class 5 driver's licence.
- Enjoy working outdoors and be able to perform tasks that require physical effort;
- Knowledge of the Microsoft's OfficeSuite;
- Knowledge of the municipal environment is an asset.

BENEFITS

- Flexible schedule of 24 to 36 hours per week from Monday to Friday, which may vary depending on the time of year;
- Competitive salary based on the candidate's professional experience;
- The autonomy of leading the road department.

Please email your application to the attention of Maike Storks, Director general, by January 31st, 2024 at dg@bolton-ouest.ca. All applicants will receive an acknowledgement of receipt.