



Offer of employment

Director, Public works and infrastructures

Permanent full-time position

The Municipality of Morin-Heights is in full effervescence and is in a crucial period of its evolution. We are looking for innovative ideas to help us achieve our vision, mission and values. As Director of Public Works and Infrastructures, you will help make Morin-Heights a remarkable place to live and enhance its unique features. Your innovative skills will contribute to enhancing existing programs and create a constructive dynamic in public works and infrastructure.

In collaboration with the Director general, the Director acts as a top-level player and oversees the Public works and infrastructures department. He or she fosters team spirit, encourages initiative and draws on the experience and expertise of all team members.

SUMMARY OF RESPONSIBILITIES

We are looking for a dynamic and motivated individual to be part of a committed team, who will meet the needs of the Municipality and contribute to the achievement of the organization's objectives.

Under the supervision of the Director general and using the resources made available, the successful candidate will plan, organize, direct and control the execution of all work and the provision of services to ensure the quality and operation of the road network and physical infrastructures, buildings, equipment and parks, according to the authorized budget.

MAIN RESPONSIBILITIES

Strategic planning :

- Responsible for updating the pavement rehabilitation intervention strategy and monitoring program;
- Ensures that the hydraulic balancing plan for the Municipality's aqueduct networks is consistent with current and future developments and identifies required investments;
- Ensures that the upgrade and replacement action plan (PI) for water conduits is kept up to date;
- In accordance with the pavement intervention strategy and various master plans, identifies, plans and prioritizes intervention priorities in the Municipality's three-year capital investment program;
- Responsible for the development and implementation of the Municipality's water purification program.

Operations and implementation :

- Identifies applicable subsidy programs and ensures the processing of applications for the Municipality with available resources;
 - Prepares technical specifications and terms of reference, and ensures that work carried out by private contractors meets deadlines;
 - Schedules department activities according to seasons and priorities;
 - Drafts tender documents for professional services for municipalities, in accordance with current legislation on contract management;
 - Manages the construction aspect of work carried out, in accordance with the regulations governing municipal work agreements for developer projects;
 - Coordinates and monitors all Infrastructure Division activities, and manages the staff under his responsibility;
-
- Direct supervision of two (2) foremen, one (1) team leader and twenty unionized employees;
 - Participates in the preparation of cost estimates for plans, specifications and various works to be carried out in the Municipality;
 - Evaluates specific problems involving damage to private property, prepare cost estimates and recommend potential solutions to the Director;
 - Establish and maintain a work environment that fosters the development and excellence of human resources and values employee contribution.

SPECIFIC SKILLS

- Good knowledge of public works operations;
- Is attentive to employees and focuses on recognition and a sense of belonging;
- Unifying leadership;
- Organized, structured, good planner;
- Customer service oriented (internal/external);
- Action and solution oriented, problem-solver.

DESIRED PROFILE

- Recognized for leadership qualities, dynamism and a constructive attitude;
- Demonstrates strong organizational skills and a high degree of autonomy.

REQUIREMENTS AND QUALIFICATIONS

- Hold a valid class 5 driver's license;
- Functional bilingualism in French and English ;
- Knowledge of best practices in contract management, project management, tendering and procurement processes;
- Knowledge of Microsoft 365 suite;
- Have a bachelor's degree in civil engineering and 5 years' experience (other combinations of duties and experience may exceptionally be considered);
- Be a member in good standing of the Ordre des ingénieurs du Québec.

WORK CONDITIONS

Working conditions are those set out in the Policy regarding work conditions for managers and non-unionized professionals and in the Management compensation Policy. The position of Director of Public works and infrastructures is a class 3 position. Final remuneration is based on a point system that takes into account, among other things, academic qualifications and professional experience.

The Municipality of Morin-Heights is an equal opportunity employer. If you are interested in this challenge and meet the profile of the manager we are looking for, we invite you to send us your resume and cover letter no later than **Friday, April 26th, 2024 at 12:00** by e-mail to louise.atkinson@morinheights.com.

Municipalité de Morin-Heights
567, chemin du Village
Morin-Heights (Québec)
J0R 1H0

We thank you in advance for your interest in the Municipality of Morin-Heights.
Please note that we will only contact the candidates selected for interviews.