



## Township of Black River-Matheson

An Equal Opportunity Employer

### Is currently searching for a **Director of Public Services**

The Township of Black-River Matheson is a vibrant and growing community dedicated to providing high-quality public services and fiscal responsibility. We are located approximately three hours north of the City of North Bay and one hour east of the City of Timmins and are currently seeking a skilled and motivated individual for the position of Director of Public Services.

Located in Northern Ontario, the Municipality of Black River-Matheson offers unique natural beauty and rural living. With abundant outdoor recreational opportunities, including hiking, fishing, hunting and outdoor sports, Black River-Matheson is the perfect place to enjoy a balanced lifestyle. Our community provides a welcoming environment for families, professionals, and retirees alike, with access to essential services and amenities in the region.

- The successful applicant will report to the Town Manager/Clerk of the Township with the following key duties and responsibilities:
- Responsible for oversight of the design, construction, operation and maintenance of the road network as well as supervising construction and inspections on municipal infrastructure/assets as well as preparing cost estimates;
- Oversees the operation of municipal assets including the Township's arena, community centers, Township office, etc;
- Responsible for the administration of Building Services for the Township of Black River-Matheson;
- Oversees the operations of the Ontario Clean Water Agency with respect to four water and wastewater systems within the Township;
- Responsible for the operation of five landfills and waste management collection, as well as disposal contracts;
- Prepares and administers the department's operating and capital budgets;
- Directs and is responsible for human and other resources of the department;
- Understands the concept of Asset Management.

#### Qualifications:

- Sound municipal experience with a minimum of five (5) years in senior management or management level position;
- C.E.T. or C. TECH designation would be an asset;
- C.R.S. Designation or willing to obtain;
- C.B.O. Legal Qualification under the M.M.A.H. or willing to obtain;
- Level 2 water and sewer certificates or willing to obtain;
- Strong management, leadership, organizational and interpersonal skills;
- Excellent oral and written communication skills, including report writing and presentation skills;
- Proficiency in the use of computers is required.

This position is a full-time, regular 35-hour work week from Monday to Friday, days with some possible after hours work for Council Meetings, critical periods or situations. The 2024 salary will be determined based on experience and will include a comprehensive benefit program.

Qualified candidates are invited to submit a cover letter and résumé (by email) no later than 4 p.m. on November 30<sup>th</sup>, 2024 quoting "Director of Public Services Competition" in the subject line to:

Patricia Murphy  
Township of Black River-Matheson  
367 Fourth Ave, PO Box 601  
Matheson, ON, P0K 1N0  
Email: [pmurphy@twpbrm.ca](mailto:pmurphy@twpbrm.ca)

*Although your application may be on file, you must re-apply for this specific competition.  
We thank all applicants for applying, however, only those selected for an interview will be contacted.*