



Township of  
**Leeds and the  
Thousand Islands**

## **Job Description**

**Position Title:** Director of Operations and Infrastructure

**Reports to:** Chief Administrative Officer

**Direct Reports:**

- Manager of Roads and Fleet
- Manager of Environmental Services and Facilities
- Executive Assistant, Operations and Infrastructure

**Subordinate Positions:**

- Equipment Operators
- Road Patrol Operator
- Facilities Maintenance Operators
- Waste Site Attendants
- Mechanic
- Lead Hand
- Summer Students

**Date:** February 2026

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Reporting to the Chief Administrative Officer, the Director of Operations & Infrastructure provides the overall strategic leadership, administration and operation of the Public Works portfolio. The Director of Operations and Infrastructure will demonstrate a high degree of integrity and maintain and project an image of trust and public service. This position requires excellent communication and public relations skills. This position is responsible for leading the Operations and Infrastructure department, including strategic planning, leadership, management and administration of a broad portfolio including all municipal infrastructure, roads, parks, facilities, fleet maintenance, capital projects, water and wastewater, municipal drains and waste management.

The Director of Operations is a senior management position and will develop, manage and implement strategies, plans, budget coordination, asset management planning and needs assessments to achieve organizational goals and objectives. The incumbent is responsible for performing statutory duties under the Ontario Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act and all other related legislation. The incumbent will also develop, implement and ensure compliance with Township policies, procedures and industry best practices.

**Responsibilities:**

**Strategic Planning**

- Develops and implements operational initiatives including managing and/or overseeing capital works, identifying and overseeing the review of special studies, programs and

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facilities and ensuring public consultation/participation on same, reviewing and/or preparing associated reports;

- Provide oversight and assistance when required for engineering plans review, administering development agreements, cost sharing agreements, front ending agreements; conducting field inspections of new infrastructure to ensure conformance with drawings and standards; resolving technical/design issues in the field;
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Planning Act, Development Charges Act, Occupational Health & Safety Act, Highway Traffic Act and other development engineering and safety-related legislation/regulations/guidelines;
- Extensive working knowledge of civil engineering principles, standards and best practices; planning processes and development agreements; tender practices in a public sector environment; contemporary management practices; and local government functions/responsibilities and services in general;
- Develops and implements short and long term strategic organizational planning for the department and is responsible for the development and delivery of policies, programs and services;
- Works with the senior management team to advance the business of the Township contributing where necessary to the work of the other divisions in the Township.

#### **Leadership**

- Leads and directs the work of department staff, ensuring alignment with corporate vision, mission and values;
- Participates as a member of the senior management team providing input on departmental and corporate planning and strategic initiatives, leads and/or participates on project teams;
- Directs the planning, financing, implementation and maintenance of the Township's assets in alignment with the Township's Asset Management Plan;
- Contributes as a member of the Emergency Operations Centre Team, coordinates the use of municipal facilities in consultation with the other relevant government authorities and surrounding communities and assists with the procurement and transporting of supplies in the event of a community emergency.

#### **Liaison, Communication & Customer Service**

- Responds to enquiries, resolves complaints and liaises with the general public, staff, consultants, senior management, members of Council, Government of Ontario and other regulatory stakeholders, community groups regarding public works matters;
- Prepares reports/makes recommendations and attends Council, Committees of Council, senior management, community group, public and/or other meetings as required;
- Makes presentations and provides advice/guidance on technical, procedural, regulatory and strategic matters, service agreements, partnership proposals and studies.

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#### **Human Resources Management**

- Provides leadership to staff, including performance review and planning, training and development plans, problem solving/dispute resolution, discipline, safety, and hiring, succession planning and termination decisions;
- Leads, motivates, mentors and coaches' staff.

#### **Operations Functions**

- Develops, implements, reviews and evaluates the effectiveness of departmental policies and procedures including design specification and standards for buildings/facilities management, parks, operations, roads, water and wastewater, municipal drains, and waste management services;
- Assesses infrastructure installation, replacement and maintenance needs;
- Manages capital growth-related projects throughout all stages; establishes project, approval, design, tender, contract, construction and/or commissioning;
- Oversees the implementation of programs related to asset management, parks maintenance/ construction, parking lot/walkway/sidewalk snow removal, horticulture/arboriculture, facilities maintenance/construction, including community centres, and beach and harbour and recommends as appropriate associated service levels; performs regular site inspections to evaluate quality and scope of work being performed and takes action necessary to ensure standards are maintained and work is completed properly;
- Researches and maintains an awareness of current issues/trends and best practices; initiates/participates in benchmarking exercises with other municipalities.

#### **Finance & Budget Planning**

- Prepares, reviews and recommends annual departmental capital and operating budgets and forecasts, and identifies potential funding sources;
- Implements and oversees the asset management program, monitors, analyses and administers approved department budget and reports;
- Authorizes purchases and payment of accounts;
- Develops, revises as appropriate and recommends user fees and charges and applies for appropriate government grants.

#### **Health & Safety**

- Ensures compliance with all relevant statutes and regulations including but not limited to the Safe Drinking Water Act, Ontario Water Resources Act, Canadian Standards, ASHRAE Standards, Accessibility Standards, and Building Code, Leeds Standards, Occupational Health and Safety Act, Environmental Protection Act, Highway Traffic Act, Minimum Maintenance Standards and the Township's drinking water license;
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation;
- Enforces the Township's Health and Safety Program, procedures and best practices;

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- Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards;
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

*The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be a detailed and all-inclusive representation of the duties that may be inherent in this classification.*

#### **Qualifications:**

- Degree in Civil Engineering and registered as a Professional Engineer (P. Eng) with the Professional Engineers of Ontario.

#### **Experience:**

- Ten (10) years' demonstrated experience as a professional engineer;
- Eight (8) years' of demonstrated supervisory experience in Public Works/Environmental Services environment; preferably in a municipal, unionized environment;
- Experience preparing/analysing, and administering capital and operating budgets;
- Experience working with a unionized workforce.

#### **Knowledge:**

- Thorough working knowledge of municipal roads, facility management, water, wastewater and solid waste management operations;
- Working knowledge of design concepts, provincial grant processes, applicable legislative/ regulatory standards, labour relations principles and practices and local government functions/ responsibilities;
- Thorough working knowledge of health and safety legislation and safe work practices.

#### **Competencies:**

- Excellent analytical, problem solving, organizational, public relations, communication, project management, strategic planning, leadership and supervisory skills;
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public and community organizations;
- Availability to attend evening and/or weekend meetings and community events/programs;
- Valid Class 'G' Driver's licence;
- Driver's Abstract in good standing required to operate Corporation vehicles.