



Touch the Edge of the Arctic!

Town of **Moosonee**

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Job Posting

Manager of Public Works

The Town of Moosonee is looking for a Public Works Manager. Moosonee, “The Gateway to the Arctic” is located on the Moose River in Northern Ontario, 18km south of James Bay. The municipality serves as the Transportation and Service hub for the James Bay Communities and has a population of approx. 3,000.

Reporting to the Chief Administrative Officer (CAO), the Public Works Manager is a member of the Senior Management Team and is responsible for Management of Roads (gravel), Winter Maintenance, Sewers, Water Distribution, Storm Water, Street lighting, Landfill, Solid Waste, Cemetery, and other municipal infrastructure including Project Planning, Tenders, and Contractor Management.

With a new Hospital Complex Development in process and numerous projects in the works this is a good role for qualified individuals to develop their career, hone their management and leadership skills, and experience the natural wonders of Ontario’s Far North.

Desired Qualifications, Experience, and Skills:

- A university degree or college diploma in Civil Engineering or other related field, or certification as a Certified Engineering Technologist (CET). An equivalent combination of education and experience may be considered.
- Experience in construction, maintenance, or repair of municipal facilities. Minimum 3 years’ experience in municipal public works, preferably at the management level.
- Candidates must have a valid Ontario driver’s license.
- Strong knowledge of provincial legislation and policy related to municipal public works.
- Proficient in computer applications such as MS Word, Excel, PowerPoint, and asset management software.
- Ability to follow policies, meet deadlines, function well under pressure, and respond to frequently changing demands and lead a team.
- Experience with budgeting.
- Strong oral and written communication skills, including superior report writing and presentation skills. Attendance at evening Council meetings is required when necessary.
- Experience in grant funding application processes, tender and RFP processes.
- Experience in health and safety regulations, accessibility regulations, and labour relations.

This search will remain open until a suitable candidate has been identified.

The Town of Moosonee offers a competitive compensation package and excellent benefits, including the OMERS Pension Plan and travel benefit. This location also qualifies for the Northern Tax Allowance. Interested candidates are invited to submit a covering letter and resume via email to

Shelley Petten Acting CAO - Email: spetten@moosonee.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply but advise that only those people selected for an interview will be contacted.