Touch the Edge of Arctic!

TOWN OF MOOSONEE

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MANAGER OF PUBLIC WORKS

Build infrastructure. Lead a team. Help shape the future of Moosonee.

SALARY	LOCATION	PENSION
$100,000 - $120,000	Moosonee, Ontario	OMERS

An opportunity to make a visible difference in a growing Northern community.

The Town of Moosonee is seeking an experienced, practical and community-minded Manager of Public Works to join its Senior Management Team. This is a hands-on municipal leadership role for someone who wants broad responsibility, meaningful project exposure, and the opportunity to help guide infrastructure and service delivery during an important period of community growth.

Live and Work in Moosonee

Located on the Moose River, approximately 18 km south of James Bay, Moosonee is known as the Gateway to the Arctic and serves as a transportation and service hub for James Bay communities. With a population of approximately 3,000, it offers the professional challenge of municipal leadership alongside a distinctive Northern lifestyle.

For people who enjoy the outdoors, Moosonee offers exceptional access to recreation throughout the seasons. Fishing, hunting and hiking are part of the Northern experience, while winter brings opportunities for cross-country skiing, snowmobiling and snowshoeing. The community offers the chance to build a career while enjoying space, nature, and a lifestyle that is difficult to find in larger urban centres.

Be Part of Moosonee's Next Chapter

Moosonee is entering a significant period of growth and change. The new WAHA Health Centre / hospital campus and other emerging opportunities are expected to drive infrastructure needs and community development. The Public Works Manager will be positioned close to that change, helping the Town maintain essential services while planning for expanded infrastructure and future growth.

For a motivated municipal professional, this role is also a strong career-building opportunity. Its broad portfolio provides exposure to operations, infrastructure, budgeting, procurement, capital projects, Council reporting and senior municipal administration. It is an opportunity to strengthen your municipal leadership experience, expand your resume, and prepare for future career advancement while making a tangible contribution to Moosonee and the James Bay region.

The Role

Reporting to the Chief Administrative Officer (CAO), the Manager of Public Works is a member of the Senior Management Team and leads the Town's Public Works function. The Manager is responsible for the effective and efficient delivery, maintenance and improvement of municipal services and infrastructure.

Key Responsibilities

- Lead, supervise and support the Public Works department and promote safe, accountable and responsive service delivery.
- Oversee gravel roads, winter maintenance, water distribution, sanitary sewer, stormwater, street lighting, landfill, solid waste, cemetery operations and other municipal infrastructure.
- Plan and coordinate maintenance, repairs and infrastructure improvements, with a focus on reliability, service levels and responsible asset stewardship.

- Prepare and manage operating and capital budgets, purchasing and expenditures with strong fiscal responsibility.
- Support tendering, requests for proposals, contractor coordination, grant applications and required project reporting.
- Prepare clear reports and recommendations for the CAO and Council and attend evening Council meetings when required.
- Work across departments and with consultants, contractors, agencies and community partners to advance municipal priorities.
- Help ensure operations comply with applicable provincial legislation, municipal policy, health and safety requirements and accessibility obligations.

What You Bring

- A college diploma in Civil Engineering or a related field, or certification as a Certified Engineering Technologist (CET). An equivalent combination of education and relevant experience may be considered.
- A minimum of three years of experience in municipal public works, construction, maintenance or repair of municipal facilities, with management or supervisory experience preferred.
- A valid Ontario driver's licence.
- Strong knowledge of provincial legislation and policy relevant to municipal public works.
- Experience with budgeting, purchasing, fiscal responsibility, tenders, RFPs, grant applications and reporting processes.
- Strong leadership, organizational and problem-solving skills, with the ability to manage changing priorities and deadlines.
- Excellent written and verbal communication skills, including report writing and presentations.
- Proficiency with Microsoft Word, Excel and PowerPoint; experience with asset management software is an asset.
- Experience with health and safety, accessibility requirements and labour relations is considered an asset.

Compensation & Benefits

The Town offers a competitive total compensation package designed to support recruitment and retention in a Northern community:

- Salary range of $100,000 to $120,000 annually, commensurate with qualifications and experience.
- Relocation allowance.
- Housing allowance.
- Travel allowance.
- OMERS pension plan.
- Vacation entitlement and additional paid time off.
- Excellent health benefits.
- Location eligibility for the Northern Residents Deduction, subject to Canada Revenue Agency rules and individual circumstances.

WHY THIS ROLE?

A broad municipal leadership portfolio • Major growth and infrastructure exposure • A unique Northern lifestyle • A chance to create visible, lasting community impact

How to Apply

Interested candidates are invited to submit a cover letter and resume to:

Todd Francis, Chief Administrative Officer
Town of Moosonee
cao@moosonee.ca

Posting will remain open until a suitable candidate is found.

The Town of Moosonee is committed to an inclusive, barrier-free recruitment and selection process. Personal information collected through the recruitment process will be used only for employment-related purposes. Applicants requiring accommodation or an alternate format are encouraged to contact the Town. We thank all applicants for their interest; only candidates selected for an interview will be contacted.