



**Full Time Public Works Business Manager
Posting #PW2025-007
\$78,224 - \$101,010 annually**

MANDATE:

To plan, organize and direct Public Works Administrative Operations. To facilitate legal issues related to property acquisition and disposal to mitigate County risk. To administer operational and capital contracts. Direct supervision of the Administration staff and Climate and Environmental staff. Under the general direction of the Director of Public Works assists with the completion of the annual operational and capital budgets for the department in conjunction with the finance department. To assist in the development and implementation of department goals, objectives, policies and procedures. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and corporate/departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Three-year diploma in Public Administration, Legal, Business, or related field. Five years of related progressive experience in Municipal Government or legal, including supervisory. Certified Municipal Officer (CMO) accreditation or equivalent would be considered an asset. Other related certifications would be considered an asset. Ability to negotiate land acquisition contracts and deal with land title issues. Broad range of communication skills including being able to respond to complaints, drafting complex tender documents. Effective written, verbal, listening and communications skills. Ability to prepare and present Council reports.

This position is evaluated at Level 9 (\$42.98 - \$55.50) per hour of the 2025 NUG Salary Grid. Date of opening: May 12, 2025.

Lanark County Offers:

- **Competitive salary package.**
- **Extended healthcare coverage, dental/vision care, disability insurance, life & dependent life.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Competitive paid time off (vacation, floats, sick, etc).**
- **Flexible working arrangements.**
- **Employee Assistance Plan (EAP).**
- **Wellness promotion account.**
- **Training and development opportunities.**

Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number PW2025-007, no later than Monday, March 31st, 2025** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: pwjobs@lanarkcounty.ca** **When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).** Email subject line should include your "name" and job posting number "PW2025-007" (example: Jane/John Doe PW2025-007).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.