

Director of Public Works

Township of Adjala-Tosorontio



Position Profile and Candidate Brief
December 2025 – January 2026

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Introduction

I am delighted to present this Position Profile for the **Director of Public Works** role prepared on behalf of the Township of Adjala-Tosorontio.

I trust that this document will provide you with all necessary background information on the Township of Adjala-Tosorontio, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Township of Adjala-Tosorontio are available on the website: <https://www.adjtos.ca/>

On behalf of Legacy Partners and the Township of Adjala-Tosorontio, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
Legacy Executive Search Partners
Kartik.kumar@lesp.ca
www.lesp.ca



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Township of Adjala-Tosorontio Overview

The Township of Adjala-Tosorontio is predominantly a rural area that proudly boasts strong agricultural roots, in a picturesque countryside, which offers premier quality of life and properties with safe communities throughout. Adjala-Tosorontio is in the south-west gateway to Simcoe County and cottage country, a short drive west of Hwy 400, and then south to the GTA.

The Township of Adjala-Tosorontio has a small-town charm in a growing and peaceful rural setting, providing outstanding farming and business opportunities, where people can live among the rolling hills in a safe and friendly environment.

With a population of 11,000, The Township of Adjala-Tosorontio is governed by an elected Council comprised of a Mayor, a Deputy Mayor and five Councillors, one from each of the five wards. Members of Council are elected by residents to a four-year term of office.

Strategic Plan 2024-2028

The Township of Adjala-Tosorontio's Strategic Plan outlines a comprehensive vision to cultivate a safe and welcoming community, deeply connected to nature, rich in history, and brimming with opportunities for all. Guided by our mission to serve a connected community by nurturing our rural roots and fostering a prosperous future, this plan aims to balance the preservation of our heritage with forward-looking growth and development. This strategic framework has been thoughtfully developed in collaboration with the Township's Council, Staff, and community members. Through extensive consultation, including public meetings and online surveys, we have ensured that the priorities and aspirations of our residents are at the heart of this plan.

Our strategic priorities focus on enhancing organizational management to strengthen service delivery and ensure transparent, accountable governance. We are committed to promoting prudent fiscal management to secure long-term financial health and stability for the Township. Fostering community engagement and supporting local initiatives are crucial as we plan for sustainable growth that enriches the quality of life for all residents. Enhancing communication strategies is essential to ensure clear, consistent, and effective dialogue between the Township and its residents and other community stakeholders. Investing in and maintaining critical infrastructure supports the needs of our growing community and ensures its safety and functionality. Additionally, we are committed to environmental stewardship through initiatives that protect and enhance our natural surroundings, promoting a healthy and sustainable environment.

As we look towards the future, this strategic plan addresses current challenges while laying a robust foundation for sustainable development and resilience. It reflects our commitment to transparency, inclusivity, and proactive governance.

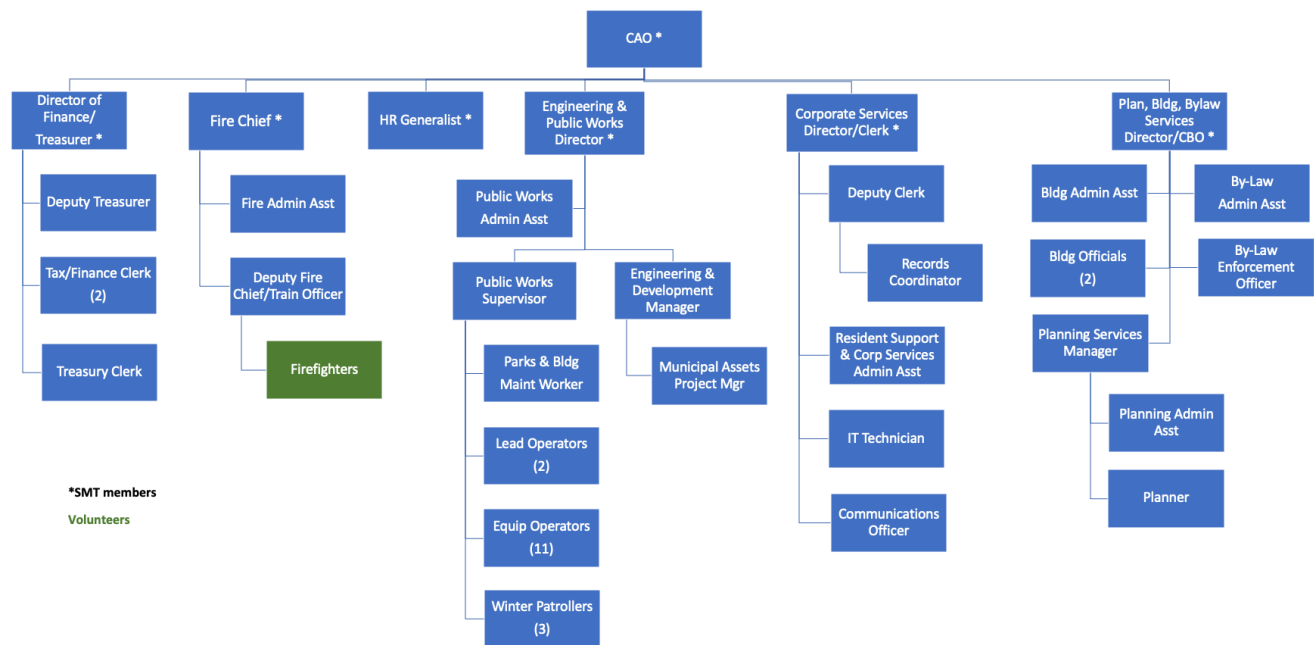
By embracing innovation and responding to the evolving needs of our diverse and growing community, we strive to make Adjala-Tosorontio a model of rural excellence and community well-being. Together, we aim to build a future where our Township thrives, offering a high quality of life for all its residents.

To see full strategic plan, [click here](#).



Adjala-Tosorontio: Where Community Meets Nature

Organizational Chart & Additional Information



The position is a 35 hours/week, on-site position with a salary range of \$113,544–\$141,925. This advertisement is for an existing vacancy.

For more information including a detailed Benefits Package, please contact careers@lesp.ca.

Job Description

Position Summary:

Reporting to the CAO, the Director of Public Works and Engineering is a key member of the senior management team, responsible for the leadership, planning, organization, and oversight of all public infrastructure, municipal facilities, and capital and development engineering-related functions. This position plays a critical role in ensuring sustainability, safety, and efficient operations and maintenance of core services and assets, including roads, bridges, water and wastewater systems, stormwater infrastructure, parks and playgrounds, fleet operations, and municipal facilities.

The Director manages the Ontario Clean Water Agency (OCWA) service agreement for water and wastewater services, provides oversight on new development, and leads the procurement process for capital projects and contracted services. This role is key in supporting strategic growth, capital planning and service delivery while ensuring compliance with provincial regulations and alignment with Council-approved priorities and budgets.

Key Responsibilities:

Leadership & Management

- Provides strategic leadership to the Public Works and Engineering department, ensuring effective planning, budgeting, and delivery of services.
- Responsible for staff recruitment, selection, performance management, training and development, promotions and succession planning, and health and safety within the department.

Roads and Infrastructure Management

- Oversees the maintenance and rehabilitation of roads, bridges, culverts, stormwater systems and related infrastructure.
- Manages the upkeep and improvement of municipal buildings, parks, green spaces, and playgrounds.
- Manages the development and implementation of long-term Master Plans and asset management plans with the guidance.
- Ensures timely responses to infrastructure failures, emergencies, and weather-related events.
- Facilitates the municipal drain evaluations and works through contracted services.
- Oversees the planning, execution, and coordination of snow plowing operations. Develops and implements snow removal strategies.

Water & Wastewater Services

- Administers and oversees the Ontario Clean Water Agency (OCWA) service agreement for water and wastewater operations, ensuring compliance with all regulatory requirements and performance standards.
- Monitors system performance and regulatory compliance, and coordinates capital and operational improvements with OCWA.
- Reviews OCWA sampling reports and MECP inspection reports including audits.
- Liaises with OCWA and Overall Responsible Operation (ORO) to facilitate the Township's Drinking Water Quality Management System (DWQMS).

Facilities, Parks, and Playgrounds

- Oversees the maintenance and enhancement of municipal facilities, parks, recreational spaces and playgrounds.
- Ensures municipal buildings are safe, accessible, and maintained in accordance with applicable standards.
- Plans and manages improvements to public spaces that support community well-being and recreation.

Engineering & New Development

- Provides oversight of municipal and contracted engineering services, including design, review, and inspection of infrastructure projects.
- Reviews engineering submissions from developers and consultants to ensure alignment with municipal standards and long-term planning objectives.
- Collaborates with Planning and Building department to support responsible new development and subdivision growth.
- Ensures new developments are integrated into the municipal infrastructure network efficiently and sustainably.
- Oversees and approves Engineering and Development standards documents.

Fleet Management

- Oversees the acquisition, maintenance, replacement, and tracking of the municipal vehicle and equipment fleet.
- Develops and manages a fleet lifecycle strategy to ensure reliability, safety, and costeffectiveness.
- Maintains compliance with safety inspections, operator training, and maintenance records.

Procurement & Contract Management

- Leads the preparation, issuance, and evaluation of Requests for Proposals, Requests for Quotation, and Tenders related to public works and engineering services.
- Ensures procurement follows applicable legislation, Township policies, and best practices.
- Manages consultant and contractor performance throughout project lifecycles, from award through to completion.

Budgeting & Financial Management

- Develops, monitors, and manages departmental annual operating and capital budgets, ensuring cost-effective use of municipal resources.
- Identifies and pursues funding opportunities including grants and partnerships.

Policy, Compliance & Reporting

- Ensures departmental compliance with all relevant provincial legislation, standards, and municipal by-laws.
- Develops and implements policies and procedures related to public works and engineering services.
- Prepares technical reports, Council recommendations, capital plans, and budget forecasts.

Stakeholder & Council Engagement

- Serves as key advisor to the CAO and Council on infrastructure, capital planning, and service delivery.
- Supports in setup and clean up of special &/or community events as needed.
- Attends and presents at Council and Committee meetings as required.
- Responds to public inquiries, concerns, and service requests in a professional and timely manner.
- Participates on interdepartmental and cross-jurisdictional committees and working groups including the municipality's Emergency Response Team.

The Ideal Candidate

Education:

- Completion of post-secondary education Civil Engineering or related discipline.
- Certified Engineering Technologist (C.E.T.) or Professional Engineer (P.Eng.) designation.
- Certification under the Ontario Good Roads Association is an asset.

Experience & Knowledge:

- Certified Engineering Technologist (C.E.T) with 7–10 years of related experience or Professional Engineer (P.Eng.) designation with 5–7 years of related experience.
- Progressive experience of municipal public works or engineering including senior leadership experience.
- Thorough knowledge of municipal infrastructure systems, engineering practices, fleet operations, asset management, and project management.
- Strong understanding of applicable legislation such as Safe Drinking Water Act, Drainage Act, Water Resources Act, Highway Traffic Act, Occupational Health and Safety Act, and Municipal Act.
- Proficiency in GIS and asset management software (ie CityWide) is an asset.
- Experience managing budgets, contracts, and municipal capital projects.

Leadership Skills:

- Proven ability to lead, motivate and manage multidisciplinary teams.
- Strong strategic planning, decision making, and conflict resolution skills.
- Skilled in managing complex and politically sensitive issues with diplomacy and professionalism.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Strong analytical, critical thinking and problem-solving capabilities.
- High attention to detail and commitment to accuracy and compliance.

Communication Skills:

- Excellent communication skills, including report writing and public speaking.
- Ability to build and maintain effective relationships with elected officials, staff, stakeholders, and the public.
- Skilled in managing complex and politically sensitive issues with diplomacy and professionalism.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Director of Public Works at the Township of Adjala-Tosorontio interests you.

If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **January 10, 2026 @ 11:59 pm**.

Applications will be reviewed as they are received and candidates may be contacted for interviews before the posted deadline.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Township of Adjala-Tosorontio are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

