

EMPLOYMENT OPPORTUNITY

ROADS & PUBLIC WORKS – OPERATIONS COORDINATOR

PERMANENT FULL-TIME

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

Reporting to the Operations Manager, the Operations Coordinator is responsible for supporting the efficient delivery of Roads and Public Works operations through the coordination of staff, equipment, contractors, and resources. The position contributes to the planning and execution of maintenance activities for municipal infrastructure; providing administrative and operational support in areas including procurement, permitting, inspections, contract administration, public inquiries, and budget preparation. The Operations Coordinator also ensures compliance with applicable legislation, municipal policies, and established maintenance standards.

Permanent Full-time (40 hours per week)
Hourly rate of \$36.93 - \$45.39

The ideal candidate will possess:

- College Diploma in Civil Engineering or similar education and experience.
- Certified Road Supervisor (CRS) Designation with the Ontario Association of Roads Supervisors- (AORS). CRS-I (Intermediate) would be considered an asset.
- A minimum of 3 years' experience, including supervisory role, in a unionized public works setting.
- Proficiency in Microsoft platforms such as SharePoint, Outlook, Word, Excel, and Power Point Ability to learn additional in-house systems such as ARCGIS, TOMRMS.
- Joint Health and Safety Committee Certification (Parts 1 and 2) or willing to obtain.
- Knowledge of municipal infrastructure construction and maintenance practices, including roads, water and sewer systems, municipal equipment operations and tree and vegetation management.
- Knowledge of financial accounting and reporting.
- Strong supervisory, organization skills and communication skills.
- Excellent public relations and customer service skills.
- Valid Ontario Driver's License (Class G). DZ License would be considered an asset.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 100% Employer Paid Benefits
- Flexible Scheduling
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at www.mississippimills.ca/en/municipal-hall/jobs.aspx

We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on Sept 29th, 2026**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.