



Director of Infrastructure

About the Township of Ramara

The Township of Ramara is a rural gem nestled in Central Ontario just 90 minutes from the GTA. Positioned on the breathtaking northeastern shores of Lakes Simcoe and Couchiching, Ramara is the gateway to natural beauty with access to two provincial parks, pristine beaches, and scenic trails.

Ramara is home to just over 10,000 full-time residents, a number that swells in the summer months with seasonal residents and visitors. Whether it is the rural, small-town lifestyle, the friendly people, the beautiful scenery or infinite outdoor adventures, there are many reasons people from near and far choose Ramara as their home.

Job Profile

We are seeking a committed and dynamic leader to join our team as the Director of Infrastructure. In this key role you will report directly to the Chief Administrative Officer and play a vital part in advancing the municipality's strategic objectives. You will be responsible for overseeing and leading a talented and diverse team within the Infrastructure department, ensuring the team functions efficiently and effectively.

Your core duties will include driving the department's operational success through the preparation and ongoing monitoring of budgets, developing and presenting detailed reports to Council, and providing guidance and leadership to staff. You will ensure all operations comply with the Minimum Maintenance Standards established in the Highway Traffic Act, as well as adhere to regulations in the Occupational Health and Safety Act, Ministry of Environment, Conservation & Parks requirements and Township policies and by-laws. You will also be instrumental in identifying opportunities for process improvements, optimizing resource allocation, and ensuring service delivery meets community expectations.

In addition, you will foster a culture of safety, accountability, and collaboration, while managing performance and supporting the professional development of your team. This position will require you to work closely with internal stakeholders, community members, and other departments to achieve seamless coordination and support the municipality's long-term goals.

Candidate Profile

We are seeking a highly motivated and experienced leader who is committed to driving operational excellence within the municipality. The ideal candidate will possess the following qualifications, skills, and attributes:

- **Operational Expertise:** Knowledge of best practices in operational management, process optimization, and resource allocation to improve service delivery and achieve departmental goals.
- **Team Leadership:** Exceptional ability to lead, motivate, and inspire teams to achieve high performance, while fostering a collaborative, safety-conscious, and accountable work culture.
- **Problem Solving & Decision Making:** Strong analytical and critical thinking abilities to identify operational challenges, develop innovative solutions, and make informed decisions in a timely manner.
- **Results-Driven:** Proven track record of successfully achieving measurable outcomes while maintaining quality and efficiency across multiple operational areas.
- **Adaptability & Flexibility:** Ability to adapt to changing priorities, manage competing demands, and stay focused on long-term objectives in a dynamic environment.
- **Visionary Leadership:** A forward-thinking leader with a passion for improving municipal operations and a commitment to continuous improvement.
- **Excellent Communicator:** Strong interpersonal and communication skills, capable of effectively conveying complex information to diverse audiences.
- **Community-Oriented:** A genuine interest in serving the community, ensuring that services are delivered in a way that aligns with the municipality's values and meets the needs of residents.
- **Collaborative Mindset:** A team player who values collaboration and works well with colleagues, stakeholders, and external partners to achieve shared goals.

The successful candidate will be a decisive, results-oriented individual with a strong sense of responsibility, accountability, and a clear commitment to making a positive impact on the community.

Knowledge & Experience

The ideal candidate should possess a university degree in Civil Engineering or a related field or possess equivalent education and experience. A minimum of five years of progressive leadership experience is required, preferably at the municipal level. A valid and unrestricted Ontario Class "G" Driver's Licence is also necessary.

Candidates must have strong analytical and problem-solving skills, as well as experience in investigation and evidence-gathering techniques. Strong supervisory skills are essential, including expertise in employee selection, training, and development. Additionally, experience

in public education and awareness, as well as knowledge of administrative practices (such as budgeting, monitoring expenditures, and managing purchase and requisition processes), is important.

Effective communication skills, both verbal and written, are required. The ability to manage challenging situations involving people is essential. Proficiency in Microsoft Office applications, familiarity with WHMIS, and a thorough understanding of the Safe Drinking Water Act and relevant regulations are also important. A mechanical and electrical aptitude would be considered an asset.

Organizational Structure

Reports to:	CAO
Direct Reports:	Manager of Operations
	Foreperson
	Parks & Facilities Supervisor
	GIS & Asset Management Coordinator
	Infrastructure Administrative Assistant
	Resources Technician
	Heavy Equipment Operators & Labourers
	Mechanics
Seasonal Staff & Summer Students	

What we offer

When you join the Township of Ramara, you become a part of a workplace culture that emphasizes collaboration and positivity. Employees can take part in various social and team-building events and activities, and their achievements are recognized and celebrated. At the core of our community are the people who make a difference: engaged residents, passionate volunteers, and dedicated township staff. Here at Ramara Township, we prioritize our employees, valuing their unique experiences, diverse perspectives, and exceptional talents. Our dynamic workplace is founded on collaboration, where individual and team successes are celebrated.

The Township offers a comprehensive benefits package, enrollment in the OMERS pension plan, flexible work arrangements as appropriate and a salary ranging from \$122,301 - \$143,075 (currently under market review).

Township Projects & Priorities
2023-2026 Strategic Plan

The 2023-2026 Strategic Plan was developed in collaboration with Council, staff, and our community. The Plan serves as a framework to guide Council and staff in the decision-making process and to direct our resources where they are needed over this term of Council.

Ramara's Strategic Plan is centred on four Strategic Priorities:

- Service Excellence
- Sustainable Infrastructure
- Community Connection
- Strategic Growth

[View 2023-2026 Strategic Plan](#)

Budget

Each year, our Council develops a budget that funds strategic initiatives and capital projects that sustain services and service levels for Ramara Township. The 2025 budget reflects the investment in Ramara's core infrastructure, including roads, water, and wastewater, with \$12.9 million allocated to capital projects.

[View 2025 Budget Highlights](#)

Timeline

If you wish to be considered for this position, please forward your cover letter and resume to Brittany Wilson, CHRP at hr@ramara.ca. The deadline to apply for this position is March 12, 2025, at 4:30pm.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Ramara is deeply committed to equality and is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), we provide accommodations for persons with disabilities, ensuring everyone has an equal opportunity to participate in all aspects of the recruitment process. To request accommodation, please contact hr@ramara.ca.