



JOB POSTING

Manager of Operations

The Municipality of Shuniah is currently seeking applications for a **Fulltime Permanent Manager of Operations** to join our team. This position is opening due to an upcoming retirement, offering a unique opportunity for a smooth, comprehensive transition and knowledge hand-off from our departing team member.

If you are looking for a stable, impactful role where your contributions are valued, we want to hear from you. A copy of the full job description is attached for review. The Municipality offers an attractive compensation package, including OMERS pension and benefits.

APPLICATION DEADLINE:

Friday, October 16th, 2026, at 3:00 PM

HOW TO APPLY:

Please submit a detailed cover letter and resume in confidence and marked Confidential to:

Attn: Chief Administrative Officer
Municipality of Shuniah
420 Leslie Avenue
Thunder Bay, ON
P7A 1X8
Email: cao@shuniah.org

We thank all candidates for their interest, however only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process.

Position Description

Position Title: Manager of Operations – Municipality of Shuniah

Classification: Full-Time | Permanent | Senior Management Level)

Salary Range: \$103,500 – \$120,500 (commensurate with experience)

Department: Public Works

Immediate Supervisor: Chief Administrative Officer

Purpose

Guided by the Chief Administrative Officer (CAO), the Manager of Operations will play a pivotal role in delivering a diverse range of programs to the community. Reporting to the CAO, the incumbent must be an excellent leader with strong organizational skills to oversee the Public Works Department and all sub-business areas contained within. This role requires an understanding of leadership, strategic planning, critical thinking, municipal operations, applicable legislation & regulations, asset management, fleet management, financial/budget management, and project management. This role will also be instrumental to the development of key departmental initiatives including policy creation, implementation of best practices and standards, and strategic optimization to ensure the delivery of best value to the community.

As a member of the Senior Management Team, the Manager of Operations provides expert assistance to the Administration (CAO and Senior Management Team) and Council in various areas including municipal roadways operations and capital improvements, project management, facility security and maintenance, and other infrastructure development.

Qualifications Required

A combination of experience and education will be considered. The ideal candidate will bring significant leadership experience in public works operations, supported by strong communication skills and technical proficiency.

Education:

1. The incumbent shall possess a university degree or college diploma in Civil Engineering. A degree or diploma in Business Administration, Project Management, Environmental Sciences/Services, or any other related discipline from an accredited institution would be an asset.
2. Applicants without the preferred educational qualifications but who possess extensive public works management experience, supported by relevant training or coursework, are encouraged to apply. Proven, progressive on-the-job learning and operational leadership will be valued.

Experience:

1. Minimum of 5-7 years of experience at a senior management level in a municipal public works environment of comparable size and complexity or equivalent combination of education and work experience.
2. Minimum of 3-5 years of experience supervising and managing employees, preferably in a unionized environment.
3. Significant (meaning 5+ years) experience in project management, preferably in roadway infrastructure maintenance and improvement, waste management and facilities.
4. Previous experience as a Lead Hand or Manager of a public works department in a unionized environment would be considered a strong asset.
5. Over 3 years of experience preparing, analyzing, and administering capital and operational budget programs.
6. Knowledge of heavy machinery, road operations (winter, fall, spring, summer).
7. Knowledge of and experience with cost estimation and quality control methodologies.
8. Knowledge of Ontario Provincial Standards (OPS) and Ontario Minimum Maintenance Standards (OMMS) that generally govern Public Works/Municipal activities.
9. Progressive experience in planning and design of municipal infrastructure and facilities including but not limited to roads, bridges, drainage collection systems, street lighting, parks and municipal facilities.
10. Demonstrable experience successfully leading change in organization of comparable complexity and size.
11. Significant knowledge and experience in Occupational Health and Safety.

Skills:

1. Excellent verbal and written communication skills; able to clearly communicate with Council, staff, contractors, and the public.
2. Computer skills at an intermediate to advanced level in Microsoft Word, Excel, Power Point, Outlook, and other typical software used in an office environment.
3. Working knowledge of CAD, ADOBE, GIS, Microsoft Projects, and/or any type of asset management/facility software would be considered an asset.
4. Exhibit a high standard of initiative, self-direction, and self-discipline. Display a commitment to personal professional development.
5. Possession of a valid Ontario Class G Driver's License with a driving record that demonstrates responsible and safe driving behaviour.

Other:

1. Able to effectively manage priorities with minimal supervision.
2. Demonstrate and maintain the highest degree of professional standards, integrity, and ethics while dispensing the duties of the role.

3. Maintain strict confidence of privileged information gathered as a result of one's role with the Municipality.

Physical Effort:

Duties may involve prolonged periods of sitting, computer use, and office-based work. The role also requires physical movement across worksites, including walking on uneven terrain, inspecting facilities, and monitoring staff adherence to safety protocols. Occasional lifting, bending, and physical exertion may be required.

Work Hazards & Conditions:

This position involves frequent transitions between administrative tasks, community travel, and site inspections. Exposure to weather elements, construction noise, and operational equipment is common. The incumbent must be vigilant in observing safety practices and mitigating workplace hazards.

Hours of Work:

This is a full-time position with core hours from Monday to Friday, 8:00 AM to 4:00 PM. Flexibility is required to work outside regular hours for weather monitoring/staff call-in, Council meetings, public consultations, or emergency response situations.

HOW TO APPLY

Qualified candidates are invited to submit a cover letter and resume outlining their qualifications, experience, and suitability for the position to Mark Figliomeni, Chief Administrative Officer at cao@shuniah.org prior to October 16th, 2026, at 3:00 PM.

The Municipality of Shuniah is committed to providing accommodations throughout the recruitment process in accordance with AODA. We thank all applicants for their interest; however, only those selected for an interview will be contacted.