



OPPORTUNITY PROFILE

Director of Public Works and Services

The Town of Hay River

Hugging the shore of the Great Slave Lake, Hay River is the “Hub of the North” and also a hub of activity! Our small community of 3,500 residents boasts a large amount of activities and events, local attractions and the aspiration to return.

The summer in Hay River is bustling with activity, anything from our Fisherman’s Wharf, which takes place every Saturday to our annual Hay Day’s festival. Hay River also has beautiful beaches that rival some of the best in the Southern provinces and stretch on for miles. If you’re interested in exploring the area, we have several different waterfalls that are only a 25 minute to 1.5 hour drive from town. This includes the Alexandra Falls, which is great for a picnic, Louise Falls where you can set up a camper, up the road to McNallie Creek and Lady Evelyn Falls (see The Waterfall Route <https://www.nwtparks.ca/explore/waterfalls-route>). Our Hay River, which flows into the Great Slave Lake is a prime spot for fishing, kayaking or just taking a nice boat ride. The Town of Hay River also showcases a beautiful 9-hole golf course, which turns into an excellent cross-country skiing trail during the winter months. If you are interested in the history of Hay River, both the Visitor Centre and the Hay River Heritage Museum are excellent sources of information. The museum is open during the summer months and exhibit photos, artifacts and events, the Visitor Information Centre is open year-round.

During our winter months be sure to gaze up to catch a spectacular northern lights show as the aurora dances across the sky! This time of year brings out the best in Hay River as we host a number of winter activities that will catch your interest. Our annual Polar Pond Hockey tournament brings between 30 to 40 teams from across the territories, Alberta and British Columbia to compete in a weekend of fun out on the river ice. The area also hosts many other annual events; K’amba Winter Carnival, Ptub Cross-Country Ski Races, Figure Skating Ice Carnival, Santa Claus Parade, Midnight Madness and the Festival at the Forks New Year’s fireworks to mention a few. Outside of our annual events you can go snowmobiling, snowshoeing, cross country skiing, ice fishing, and dog sled racing almost every day during the Winter months.

Hay River is the Hub of the North so come and be a part of our Hub of Activity!

To Learn more, visit <https://hayriver.com/>

The Opportunity

The Town of Hay River is seeking a seasoned leader to assume the role of Director of Public Works and Services. Reporting to senior administration, this role oversees a diverse portfolio that includes municipal engineering, public works, land use planning, and asset management. The position is responsible for ensuring the effective delivery of infrastructure services, managing long-term capital plans, and supporting sustainable community development.

As a key member of the leadership team, the Director of Public Works and Services will manage departmental operations, budgets, and staff development initiatives while working collaboratively with internal and external stakeholders to align services with the organization’s goals.

The Role

The Director of Public Works and Services leads a diverse portfolio, ensuring the effective delivery of municipal services through the development and implementation of capital plans, asset management programs, and maintenance strategies. This individual will manage departmental budgets, support sustainable land use planning, and lead multi-disciplinary teams to advance community development goals.

Key responsibilities include:

- Overseeing infrastructure operations, engineering projects, and land development planning.
- Developing long-term capital and asset management strategies.
- Ensuring regulatory compliance and fostering relationships with government partners.
- Leading the preparation and administration of departmental budgets and capital projects.
- Supporting effective land use, zoning, and planning frameworks.
- Managing departmental staff, promoting professional development, and ensuring safe, efficient service delivery.
- Collaborating cross-functionally to enhance service quality for residents and stakeholders.

The Person

Qualifications & Experience

- Post-secondary education in civil engineering, public administration, or a related field.
- Minimum five years of progressive leadership experience, ideally in a municipal or infrastructure-focused environment.
- Strong technical knowledge of infrastructure systems, capital planning, and asset management.
- Experience with water and wastewater systems, road and facility maintenance, and contract management.
- Familiarity with municipal planning processes, development approvals, and land use regulations.
- Proficiency in project management principles and budgeting practices.
- Working knowledge of relevant legislation, codes, and safety standards.

Competencies & Attributes

Strategic Leadership and Team Building: A confident and collaborative leader with demonstrated success in managing multidisciplinary teams and municipal operations. Skilled at motivating staff, fostering accountability, and creating a positive, respectful work environment that supports both individual and team success.

Interpersonal and Communication Skills: An effective communicator with strong verbal and written skills, capable of presenting technical and operational information clearly to a range of audiences, including Council, staff, contractors, and the public. Able to build and maintain positive relationships across departments and with external partners, balancing technical precision with approachability.

Time and Stress Management: Thrives in a fast-paced municipal environment with competing priorities and deadlines. Maintains focus and composure under pressure, demonstrating excellent organizational skills and the ability to manage multiple projects while delivering high-quality outcomes on time and within budget.

Supervisory and Mentorship Skills: Experienced in supervising technical and administrative staff, providing clear direction, constructive feedback, and professional development support. Demonstrates fairness, consistency, and decisiveness in managing people and resources.

Problem Solving and Analytical Thinking: Brings a pragmatic, solution-oriented mindset to complex infrastructure and planning challenges. Skilled in gathering and analyzing data, identifying root causes, and developing practical, cost-effective solutions that align with municipal goals and policies.

Stakeholder Engagement: Skilled in relationship-building across internal teams, external partners, and community stakeholders.

Team Development: Committed to building staff capacity and promoting a respectful, inclusive workplace.

Municipal Infrastructure Knowledge: Possesses a strong understanding of municipal infrastructure systems, capital planning, and asset management. Demonstrates sound technical knowledge and the ability to oversee the planning, maintenance, and development of roads, utilities, and other core services in a fiscally responsible manner.

Operational Excellence: Familiar with municipal planning legislation, development review processes, and land use regulations. Able to provide informed advice to Council, administration, and developers, supporting sustainable growth and community development objectives.

Project and Contract Management: Experienced in managing capital projects from concept to completion, including tendering, budgeting, scheduling, and contractor oversight. Ensures work is completed in accordance with applicable codes, standards, and municipal expectations.

Customer Service Orientation: Committed to serving the public interest with professionalism and transparency. Balances technical priorities with a service-focused approach, responding to inquiries and concerns in a timely, respectful, and accountable manner.

Political Acuity: Understands the dynamics of working in a public sector environment, including the importance of maintaining confidentiality, navigating sensitive issues, and supporting Council decision-making with integrity and tact.

The Offer

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Anurag Shourie** or **Deepthi Koshy** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

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