

Position Profile and Candidate Brief

City of St. Catharines



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Introduction

I am delighted to present this Position Profile for the **Director of Municipal Works** role prepared on behalf of the City of St. Catharines.

I trust that this document will provide you with all necessary background information on the City of St. Catharines, 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 City of St. Catharines are available on the website: <https://www.stcatharines.ca/en/index.aspx>

On behalf of Legacy Partners and the City of St. Catharines, 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,



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Table of Contents

CITY OF ST. CATHARINES OVERVIEW.....4

JOB DESCRIPTION7

THE IDEAL CANDIDATE8

THE TIMELINE9

City of St. Catharines Overview

St. Catharines, widely known as “The Garden City,” is the largest municipality in Ontario’s Niagara Region, with a population of approximately 140,000 residents. Located along the southern shores of Lake Ontario, the city offers strategic access to the Greater Toronto Area, the U.S. border, and the renowned Niagara wine region. St. Catharines combines natural beauty, historic charm, and modern innovation, making it an ideal place to live and work.



Incorporated in 1876, St. Catharines has evolved from a key shipping and industrial hub into a thriving urban centre recognized for its high quality of life. The city is home to a vibrant arts, culture, and sports scene, complemented by heritage architecture and a dynamic, growing downtown. With direct connections to the Queen Elizabeth Way (QEW) and major transportation routes, St. Catharines is well positioned as a regional economic and commercial leader.

The city’s diversified economy features strengths in advanced manufacturing, digital media, health care, education, and tourism. Proximity to world-class attractions such as Niagara Falls, combined with institutions like Brock University and Niagara College, supports a highly skilled and educated workforce. St. Catharines also hosts numerous annual festivals and cultural events, including the Niagara Grape & Wine Festival, the Royal Canadian Henley Regatta, and the Folk Arts Festival.

St. Catharines is recognized for its leadership in environmental stewardship and sustainability, offering over 1,000 acres of parks, gardens, and trails along the Welland Canal and Twelve Mile Creek. The city continues to enhance its reputation as a welcoming, inclusive, and forward-thinking community.



Why Join the City of St. Catharines Team?

Guided by the City's [Strategic Plan](#), the City of St. Catharines is dedicated to building a safe, innovative, sustainable, and caring community for both current residents and future generations. Our employees play a vital role in achieving this vision, contributing to initiatives that shape the city's success and enhance quality of life.

Our strength is our people — serving with pride, professionalism, and a strong commitment to community. As a senior leader, you'll join a culture where strategic thinking is valued, innovation is encouraged, and work-life balance is more than a policy — it's a practice. You'll be empowered to lead with purpose, supported by a team that values innovation, respect, and safety. Whether driving digital transformation or engaging with the community, your leadership will have a visible and lasting impact.

As a senior leader, you'll be supported by more than just a strong team — you'll have access to a comprehensive benefits package that reflects our commitment to your well-being, growth, and long-term success.

Health First, Always

We place a strong emphasis on the health and well-being of our employees and their families. Our comprehensive benefits program, which is fully funded by the City, includes health, dental, vision, prescription drug, paramedical, and mental health coverage. We also provide a Health Care Spending Account to help with additional health-related expenses, and access to an Employee and Family Assistance Plan (EFAP) to support employees through personal challenges. Generous vacation entitlements, floater days, management leave (where applicable), and sick leave further reinforce our commitment to work-life balance.

Financial Security and Retirement Readiness

In addition to competitive pay, we provide a group life insurance plan and accidental death and dismemberment (AD&D) coverage, offering financial protection during uncertain times. Full-time employees can choose from basic and optional life insurance coverage, with the option to convert to an individual policy upon leaving the group plan.

Our employees are members of the Ontario Municipal Employees' Retirement System (OMERS) pension plan, a defined benefit pension plan that ensures your retirement is secure with employer-matched contributions and predictable monthly income. The plan includes early retirement options, survivor benefits, disability protection, and inflation protection to maintain financial stability.

Professional Development Options

We offer a comprehensive suite of professional development programs tailored to various career stages, including training for both new and established leaders. Individual contributors can access courses and seminars focused on business, customer service, technical skills, and retirement readiness, to name a few. Our commitment to professional growth is further supported by an Education and Training Reimbursement Program, which covers up to 80 per cent of fees for work-related courses, along with funding for professional memberships required for your role. This initiative aims to enhance your skills and foster a culture of growth and organizational excellence.

Community Spirit and Celebrating Diversity

We are committed to cultivating a culture of giving back and supporting our community. Through initiatives like a paid Volunteer Day and our partnership with United Way Niagara, we encourage employees to engage in meaningful charitable activities. Additionally, we embrace and celebrate the growing diversity of our community, fostering an inclusive atmosphere where all individuals feel valued, respected, and empowered.

Job Description

Position Summary:

The Director of Municipal Works will report directly to the Deputy Chief Administrative Officer (DCAO) and serve as a member of the Senior Leadership Team (SLT), leading a department of approximately 200 employees. The Director is responsible for the administration and oversight of the department, including strategy and business planning, legislative compliance, staffing, budgets, and key functions. This includes managing operations, maintenance, and rehabilitation of infrastructure assets such as roads, sewers, watermains, forestry, horticulture, and equipment.

The role requires a strong people leader with a high degree of emotional intelligence and political acumen to effectively liaise with City Council and members of the public. The Director will work closely with other City departments to ensure integrated asset management and will engage regularly with City Council and the public on operational matters. The successful candidate will be instrumental in driving the department's digital transformation through the ARMS project, ensuring efficient and sustainable management of the City's infrastructure and services.

Key Responsibilities:

- Provide professional advice and expertise to the CAO, Deputy CAO, Council, SLT, contractors, staff, and the general public.
- Liaise with City Council, the public, related associations, boards, City Departments, Regional Departments, and Provincial Ministries.
- Lead the implementation of the City's Strategic Plan as part of the Senior Leadership Team.
- Manage the overall asset management and preventative maintenance of linear and green infrastructure assets, including roads, sewers, watermains, forestry, horticulture, and equipment.
- Ensure effective delivery of services in alignment with Council's policies.
- Provide exceptional leadership and development opportunities for the Municipal Works team.
- Ensure adherence to Council-approved policies and procedures within the department.
- Oversee budget preparation, recruitment, training, and performance management of employees.
- Attend City Council meetings and represent the department in other related meetings.
- Perform other related duties as directed by the CAO and Deputy CAO.

The Ideal Candidate

- **Education:** A completed post-secondary degree in Civil Engineering or a related discipline. Professional Engineering Designation and Registration in Professional Engineers of Ontario is preferred.
- **Experience:** A minimum of ten (10) years of experience as a senior manager with extensive knowledge in municipal government operations, including some experience in the following areas: construction, green energy, linear infrastructure, winter control, horticulture, trees.
- **Transformational Leadership Experience:** Demonstrated experience leading transformational change initiatives and continuous improvement in municipal works processes using digital tools and technology.
- **Strong Team Leadership Experience:** Proven leadership, negotiation, supervisory, coaching, and people management skills are required as well as ability to lead a successful team, liaise with key partners, and function effectively with minimal supervision. Motivated with exceptional problem-solving, research, data analysis, time, and project management skills. A demonstrated commitment to enhancing a safety culture through effective management.
- **Communication Skills:** Excellent presentation and communication skills, including oral and written communication, research, and report writing. Exceptional customer service and interpersonal skills. Motivated with exceptional problem-solving, research, data analysis, time, and project management skills.
- **Political Acuity:** Experience dealing with Council and elected officials. Strong public relations and interpersonal skills to clarify facts, provide information, and respond to complaints.
- **Union Experience:** Experience with both unionized and non-unionized employee groups; involvement in collective bargaining is a requirement.
- **Technical Knowledge:** Knowledge of applicable Federal, Provincial, and municipal laws, regulations, and standards, including Ontario Regulation 239/02 and Ontario Traffic Manual, Book 7. Possess or willing to obtain a Health and Safety Training for Supervisors certificate, Standard First Aid certificate, and CPR level HCP. Proficiency in Microsoft Office Suite and adaptability to applicable software; experience with CityWorks or similar systems is preferred.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Director of Municipal Works at the City of St. Catharines 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 **July 30, 2025 @ 11:59 pm**.

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 City of St. Catharines 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

