



## JOB OFFER

### DIRECTOR OF TECHNICAL SERVICES, DEPUTY DIRECTOR GENERAL AND DEPUTY CLERK-TREASURER

Job type: Full-time (40 hours / week)

Status : Permanent position

Number of position(s): 1

#### JOB DESCRIPTION

Under the authority of the Director General and Clerk-Treasurer, the incumbent plans, organizes, directs, coordinates, and supervises activities related to the maintenance of public roads, infrastructure, the water supply system, municipal buildings, parks and green spaces, and the vehicle fleet. In addition, the Director's role also consists of assisting, supporting, and, when necessary, replacing the Director General and Clerk-Treasurer in the performance of their duties.

#### MAIN TASKS AND RESPONSABILITIES

##### Technical Services Component

1. Plans, organizes, directs, coordinates, and controls the activities of his department;
2. Establishes and revises, as necessary, in accordance with the Municipality's general administrative policies, the policies, objectives, development plans, and programs of his department and monitors their implementation;
3. Implements rules and standards for health and well-being in the workplace across the various activities of his department;
4. Prepares and monitors his department's five-year program;
5. Manages his department's financial, material, and human resources;
6. Prepares various applications for government financial assistance for municipal infrastructure;
7. Ability to prepare plans and specifications for any project under his department is an asset;
8. Prepares calls for tenders for any project under his department;
9. Prepares contractual documents, reviews and evaluates bids for construction projects
10. Supervises work, reviews and approves design work, calculations and cost estimates;
11. Monitors projects carried out by contractors, supervises work, and issues payment recommendations for projects under his supervision;
12. Follows up on files with engineering firms hired for projects outside his area of expertise;
13. Ensures that projects and operations under his supervision are completed and comply with established norms, standards, and deadlines;
14. In collaboration with his foreman, supervises procurement activities and manages inventories.

##### General Direction Component

1. Participates in the development and implementation of the Municipality's various planning tools;
2. Collaborates in the management of human, material, and financial resources;
3. Participates occasionally in working sessions and public council meetings upon request;
4. Acts as interim general director during their absence;
5. Performs any other related tasks at the request of the director general.



## REQUIREMENTS, QUALITIES AND SKILLS REQUIRED

1. Hold a technical degree or bachelor's degree in engineering or a discipline relevant to the duties;
2. Membership in the Order of Technologists or Engineers or being in the process of becoming a member is an asset;
3. Have a minimum of 5 years of relevant experience, including management responsibilities, particularly in the field of public works or civil engineering and personnel management;
4. Hold a valid Class 5 license;
5. Proficiency in AutoCAD is an asset;
6. Highly organized, able to handle multiple projects simultaneously and meet deadlines;
7. Demonstrate strong communication skills (oral and written) and teamwork abilities;
8. Have good leadership skills, with a proven ability to motivate the team;
9. Have good analytical skills;
10. Communicate effectively with citizens, demonstrating patience and diplomacy;
11. Have a strong sense of ethics;
12. Be independent, thorough, available, and versatile.

Interested candidates are invited to send their curriculum vitae  
no later than 11:59 p.m. on February 1<sup>st</sup>, 2026, to:

Myrian Nadon  
Director general and Clerk-treasurer  
Municipality of the township of Low  
[direction@lowquebec.ca](mailto:direction@lowquebec.ca)  
4A, d'Amour Road  
Low (Québec) J0X 2C0

NOTE 1 : We thank all those who apply. Only those candidates selected for an interview will be contacted. If, after the closing of the competition, the Municipality of the township of Low has not received an application meeting the required criteria, it reserves the right to continue its search for candidates without reopening the competition.

NOTE 2 : The masculine and singular genders are used in this notice, without discrimination, and include the feminine and plural genders to avoid making the text more cumbersome