



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Public Works Coordinator – Water Operations

Job Posting #: 2026-12

Department: Public Works – Water Operations

Location: Hopeville Depot (185667 Grey Rd 9, Dundalk)

Status: Full-time

Hours per Week: 35

Salary / Wage: \$63,445.20 - \$70,488.60 annually

Application Due Date: April 29, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County. “Rooted in community, embracing our future”, our mission is to provide enhanced and reliable municipal services for Southgate’s community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) permanent full-time position of **Public Works Coordinator – Water Operations**.

Job Duties:

- Provide department administrative, technical and research support.
- First point of contact for department’s customer service inquiries and complaint tracking.
- Responsible for water and wastewater billings including but not limited to collections, issuance of water/wastewater bill arrear notices, maintenance and adjustment of accounts, coordinating and processing final meter readings and analyzing the data on water usage.
- Responsible for water and wastewater reporting, ensuring MECP compliance with document control, reporting and maintaining and updating training records and working within the DWQMS system.

Qualifications:

- 2-year college diploma in Business Administration and/or Environmental sciences or equivalent work experience of 5 years is preferred.
- 3 years of computer, accounting and customer service experience.
- Excellent written and oral communication skills and attention to detail.
- Good organizational and time management skills.
- Regulatory and/or auditing experience an asset.
- Water / wastewater experience in the municipal sector an asset.

For a complete job description and further information please visit the employments opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-12** by **April 29, 2026 at 2pm**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.