



JOB DESCRIPTION

MANAGER OF PUBLIC WORKS

JOB SUMMARY:

The Manager of Public Works is responsible for administration and management of roads, building maintenance, small water systems, open spaces and landfill operations in a unionized environment. Key responsibilities include oversight of these services, associated staff and contracts and the preparation and monitoring of an annual budget that reflects the long-term asset management plan.

IMMEDIATE SUPERVISOR:

- Chief Administrative Officer/Clerk

JOB RESPONSIBILITIES:

- 1. Directs, monitors and oversees the activities of the Public Works Department**
 - Operations – Leads and manages Public Works staff.
 - Monitors safety compliance and initiatives.
 - Construction review and general administration.
 - Ensures adherence to and compliance with legislative and regulatory standards.
 - Responsible for vehicle and equipment purchasing (per procurement policy) and maintenance
 - Performs other duties as assigned in accordance with department objectives.
- 2. Plans, prioritizes and ensures the implementation of Public Works maintenance and construction programs**
 - Evaluates and responds to operational challenges and opportunities for improvement.
 - Prepares tenders and contracts for various Public Works activities.
 - Knowledge and understanding of all ongoing projects, contracts and work being implemented by the municipality in order to respond to complaints and inquiries in a timely manner.
 - Required to provide appropriate coverage for Public Works staff for Municipal snow removal activities. This includes but is not limited to directing municipal contractors (as needed) and municipal staff with various snow clearing activities within time limits per municipal road service standards and all provincially regulated/mandated snow removal standards.
- 3. Provides recommendations and advice to Council**
 - Applies design standards and comments on various Public Works related projects
 - Construction – leads and monitors construction progress and activities.

- Attends regular Council meetings and stakeholder meetings as required.
 - Asset management – manage oversight of creating and updating Asset Management Plans; evaluates and researches repairs and maintenance alternatives
- 4. Develops departmental standards, policies and procedures as well as the Asset Management Plan**
- Responsible for the ongoing development of and adherence to maintenance standards.
 - Takes a lead role in the development/ongoing updates to the Asset Management Plan.
- 5. Effectively Manages Staff**
- Prepares and conducts performance evaluations and employee discipline, in conjunction with the CAO/Clerk as needed
 - Provides effective and regular feedback to Public Works staff as part of ongoing performance management of staff
 - Attends meetings and provides regular updates to staff.
 - Ensures staff are appropriately trained, both to meet operational
- 6. Ensures Municipality's compliance with all necessary Provincial policies and regulations, including but not limited to:**
- Occupation Health and Safety Act – safety meetings, initiatives and compliance.
 - MTO – Compliance Minimum maintenance standards, signing standards and hour of work.
 - MOH<C – Operator Certification, Systems Operations, Certificate of Approval for System Operation.
 - MNRF – Land use permits and environmental legislation
 - MOL – Safety requirements.
 - AODA – Compliance requirements for facilities and outdoor spaces
- 7. Responds to inquiries and investigates complaints from the public and public agencies**
- Participates in the development and implementation of service standards.
 - Deal with public concerns in an appropriate and timely manner.
 - Respond to inquiries in writing and in a professional manner.
- 8. Prepares and Monitors Budgets**
- Prepares departmental operating and capital budgets.
 - Proactively monitors the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled.
- 9. Other**
- To ensure operational continuity, this position is considered a 'working' position and participation in front line duties may be required from time to time

JOB REQUIREMENTS:

QUALIFICATIONS

- Minimum 5 years of relevant experience.
- Post-secondary education in a related engineering discipline with a C.E.T or CTech (Engineering Technologist or Engineering Technician) designation in good standing.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility
- The ideal candidate will have knowledge of all aspects of municipal operations including roads, building, open spaces, landfill operations, water systems as well as working knowledge of Minimum Maintenance Standards for municipal highways for summer and winter.

SKILLS

- Knowledge of Asset Management
- Requires leadership, negotiation, supervisory, people/time management skills
- Strong project management skills
- Must possess reliable public relations and interpersonal skills to clarify facts, provide information and respond to complaints
- Experience with policies and procedures in all aspects of roads year-round maintenance
- In depth knowledge of the operation of heavy equipment (i.e., grader, snow plow, backhoe, dump truck)
- Proven written and oral communication and report writing skills preferably in reports written for municipal Council
- Proficient in Windows based software including Word, Excel and Outlook and software relating to operations of public works.
- Experience with vehicle and equipment purchasing and maintenance

EFFORT

- Normal work week – 40 hours
- Job requires mental alertness to ensure the safety of others
- Job requires some physical exertion
- Involves mental and visual concentration

WORKING CONDITIONS

- Required to attend evening meetings occasionally
- Required to respond to emergency situations
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time
- May be subject to inclement weather during the discharge of responsibilities
- General office and public works garage environment