



JOB DESCRIPTION

POSITION TITLE: Public Works Manager

DEPARTMENT: Public Works

DIRECTLY RESPONSIBLE TO: Chief Administrative Officer (CAO)

INDIRECTLY RESPONSIBLE TO: Council

GENERAL

Reporting to the Chief Administrative Officer, the Manager of Public Works is responsible for the management of the Public Works Department including all road-related functions and waste management operations and associated human, material, and financial resources.

KEY RESPONSIBILITIES

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent in this position.

- Manages the human, material, and financial resources for the Public Works Department including the maintenance of the Township's public works facilities/buildings.
- Develops, implements, and controls long-term operational plans, including an annual and a three- to five-year projection budget relating to capital and operating expenses for approval by Council.
- Develops, implements, and manages an annual roads program, including all human, material, financial and equipment resources requirements.
- Ensures compliance with safety standards and regulations for Department operations and activities.
- Provides leadership and direction to staff including the hiring of staff, assigning work, providing direction, motivating and persuading staff to work cooperatively to achieve maximum productivity, determining the training and development needs of staff, assessing performance, providing regular feedback on performance, completing performance appraisals, recommending salary increases, approving leaves, approving overtime, resolving employee problems and disputes, disciplining and recommending termination as required.
- Approves equipment maintenance schedules and develops equipment replacement schedules, together with an inventory control system.
- Analyzes and advises the CAO and Council on a variety of matters relating to the Public

Works Department, including status of projects, fiscal requirements and limitations, due diligence with respect to public safety matters and organizational and staffing issues.

- Administers municipal and Department-specific contracts.
- Acts as point of contact for the public on all administrative matters related to the Department. Resolves public complaints, promotes goodwill, and makes presentations to community groups.
- Prepares correspondence and regular and/ special reports.
- Undertakes special projects and performs other duties as directed by the CAO or Council.
- Stays current with local, provincial, and federal regulations pertaining to public works and infrastructure.

EDUCATION/QUALIFICATION/SKILLS:

- Post-secondary education in civil engineering or equivalent preferred.
- A Professional Engineering or Civil Engineering Technologist designation, and/or Certified member of Ontario Association of Certified Engineering Technicians and Technologists (OACETT), or ability to obtain would be considered an asset.
- Certified Roads Supervisor/Roads Superintendent.
- Minimum qualifications require a combination of Grade 12 education/post-secondary education, with relevant work and management experience.
- Valid Class “D” driver’s license with “Z” endorsement and a clean driver’s abstract. AZ would be considered an asset.
- Strong customer service skills, with the ability to remain composed and professional even when faced with pressure or when handling conflicts and complaints from residents or other community stakeholders.
- Strong leadership skills and abilities.
- Possesses sound judgment and a strong sense of general safety awareness.
- Completion of courses and certifications sufficient to maintain expertise and knowledge of the most recent developments in municipal roads and public works issues.
- Training in and knowledge of various statutes such as the Occupational Health and Safety Act and Highway Traffic Act.
- Proficiency in GIS software and Microsoft Office Suite.

EXPERIENCE:

More than five years in a related field, performing duties of a similar nature with supervisory and administrative experience. Experience in road construction, maintenance activities, waste management, and safety procedures.

COMPLEXITY/PROBLEM SOLVING:

Analyzes the specific requirements of the Township, assesses budget constraints, considers normal operating practices related to roads and public works operations and develops and maintains a public works program for both short and long-term effectiveness.

Assesses the capabilities of staff and the demands of ongoing work and specific projects when determining work assignments and when resolving work related problems.

Recommends changes to Township policies relating to the Public Works Department operations and develop new policies required taking into account such factors as the overall direction provided by Council, legislation and regulation requirements, changes in legislation, health and safety issues and technological developments. In consultation with the CAO/Clerk, these policies must then be presented and explained to Council in such a way as to inform them fully of the implications of their decision and to gain their approval.

MENTAL AND PHYSICAL EFFORT:

The work is primarily management and supervisory and therefore requires continuous periods of long duration of mental effort to prepare operational plans, budgets, work plans and forecasts, as well as to conduct research into costs, equipment and supplies, plan special projects, plan and organize training activities, prepare and present reports for Council meetings, attend Council and committee meetings, deal with employee related demands and problems and address public concerns and complaints.

The work involves sitting for long periods while researching and preparing plans and reports, conducting telephone conversations and meetings and driving a light vehicle. Sits for periods in excess of two hours at Council meetings.

Supervisory work requires physical effort in excess of two hours to drive a light vehicle to sites and to walk around, stand, climb and stoop as required to inspect work sites and discuss matters with operational staff. Requires physical effort to operate equipment at construction sites in emergencies or staff shortages.

WORK ENVIRONMENT:

The major portion of the job is performed from a vehicle or within an office setting. However, there is frequent exposure to dirt, fumes, cold and poor weather conditions while on the job sites and extreme cold or heat when repairing equipment on roadsides. There may be occasional exposure to verbal abuse when dealing with public complaints. During winter sleep patterns may be disrupted and hours of work may be significantly extended.

WORKING CONDITIONS:

This position is a full-time, regular 40-hour work week from Monday to Friday. From time to time, for emergency situations, there may be a need to work additional or unconventional hours to deal with emergency situations. Required to ensure that provisions are in place so that road maintenance schedules are met within budget and time constraints and winter road maintenance standards are met with the threat of liability for unsafe conditions caused by inadequate maintenance and the potential impact on the safety of staff and the public. Deals with the stress of handling complaints from the public and elected officials which may conflict with operational policies.

Deals with the challenge and pressure of supervising and motivating employees daily who are spread over the Township, addressing performance deficiencies, warning, and disciplining as required.