



JOB DESCRIPTION

POSITION TITLE: Public Works Operations Supervisor

DEPARTMENT: Public Works

DIRECTLY RESPONSIBLE TO: Manager of Public Works

INDIRECTLY RESPONSIBLE TO: Chief Administrative Officer

GENERAL

Reporting to the Manager of Public Works, the Operations Supervisor (OS) will be an important non-union member of the Public Works Team. The Public Works OS is responsible for assisting the Manager of Public Works with all aspects of capital projects and the daily functions of the department. The role includes supervision of operational duties, day to day field operations/ activities, and Public Works operators/staff. The position will also assist the Manager of Public Works with tenders, contracts, agreements, and other documents as required.

KEY RESPONSIBILITIES

Public Works:

1. Assist with the daily functions of the Public Works Department.
2. Prepare tenders, contracts/agreements and evaluation in accordance with governing codes and Township policies.
3. Assists with project management and field supervision of major and minor capital projects throughout the municipality, including reconstruction on bridges, roadways, and municipal drains.
4. Assists in asset management for Public Works, including updating the Asset Management Plan when projects are completed.
5. Reviews Entrance and Civic applications, conducts inspections on site, provides approvals or recommendations.

General:

1. Approves all Bell Telephone, Hydro One and Cable location before township digs.
2. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts and with the operational policies of the Township of Lanark Highlands.
3. Monitors performance of various departmental contracted services to ensure work is completed as outlined in the respective contract.
4. Assists in the preparation of annual budgets.

5. Responds to inquiries in a timely and suitable manner.
6. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant training programs provided. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
7. Investigates complaints reported by residents, identifies deficiencies, and responds to residents.
8. Meets regularly with the Manager of Public Works and Public Works Lead Hands to review the status of projects and ongoing and planned work.
9. Oversees the day-to-day field operations of the Public Works Department.
10. Assist with planning and coordinating work plans with Lead Hands.
11. Supervises Public Works field staff, including recommendations to the Public Works Manager for new hires, discipline, and termination as required.

The above generally reflects the general duties necessary to describe the principal functions of the job identified. However, municipal work is varied in nature whereas employees will be required to perform duties in addition to the above from time to time as directed by the Manager of Public Works.

EDUCATION/QUALIFICATION/SKILLS:

- College Diploma in Civil Engineering or similar post-secondary education is preferred.
- Grade 12 with related work experience or other post-secondary and related work experience will be considered.
- Certified Roads Superintendent.
- Completion of courses and certifications sufficient to maintain expertise and knowledge of the most recent developments in municipal roads and public works issues.
- Civil Engineering Technologist designation would be considered an asset.
- Certified member of OACETT preferred, or ability to obtain.
- Strong interpersonal, public relations, time management, communication and record keeping skills are essential.
- Word processing, spreadsheet, and database computer skills necessary.
- Possess efficient organizational skills, as well as the ability to communicate effectively, professionally, and courteously with other levels of government, contractors, and the public, both verbally and in writing.
- Demonstrates initiative and proactive approaches.
- Ability to maintain discretion and a high-degree of confidentiality of information is critical.
- In-depth knowledge of regulations, policies, and guidelines as they relate to Municipal operations and infrastructure.
- Knowledge and experience with civil construction, tendering and contract administration.
- Ability to deal with changing issues, multiple priorities and attention to detail.
- Valid Ontario Driver's License (Class G) required. Valid Class "D" driver's license with "Z" endorsement and a clean driver's abstract, or AZ would be considered an asset.

EXPERIENCE:

- 3-5 years direct municipal or equivalent combination of education, training and experience to undertake the responsibilities of the position.
- Minimum 5 years' experience in a leadership, supervisor or foreman role.

WORKING CONDITIONS:

The position will be scheduled to work regular office hours. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate evening and off-hour activities and/or emergencies. As these scenarios present themselves, the work schedule may be adjusted and monitored by the Manager of Public Works as needed. Local travel (automobile) for inspection activities and meeting as visits to construction sites, Waste Sites, and Municipal buildings will be required.

PHYSICAL SKILLS & EFFORT:

This position requires visual and listening skills, ability to sit for long periods of time, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk on uneven surfaces, climb stairs, and hand-eye coordination. Physical demands such as lifting and carrying files, reports and drawings up to 50lbs will be required.

ENVIRONMENTAL DEMANDS:

The position may have to address numerous items and situations at one time and frequent interruptions may be common. The position requires some use of a computer and other office equipment. Required to work in all types of weather conditions depending upon the season.