

POSITION DESCRIPTION

<u>JOB TITLE:</u> Working Public Works Supervisor	<u>REVISION DATE:</u> 11/27/18
<u>REPORTS TO:</u> CAO/Clerk/Deputy Treasurer	<u>STATUS:</u> Full Time
<u>DEPARTMENT:</u> Public Works	<u>TYPE:</u> Hourly/40 Hour Week

PURPOSE OF POSITION:

The Working Public Works Supervisor is responsible for the management, administration and delivery of all municipal works programs and services in order to ensure that residents receive effective and appropriate services. Acts as emergency contact person for the Public Works Department.

The position is full-time, requiring a flexible schedule which may include nights, weekend and holidays

RESPONSIBILITIES AND DUTIES:

- I. Acting as principle advisor to Council on all public works services by:
 - Recommending annual departmental operating and capital budgets in conjunction with CAO/Clerk/Deputy Treasurer and Treasurer
 - Plan, supervise and coordinate daily road department operations and projects. This position requires ability to operate most township equipment and perform the same jobs as other public works employees when necessary
 - Recommending purchases and rentals of fleet equipment; Complies with purchasing policies and tender procedures
 - Providing information on service standards, costs and the availability of provincial grants;
 - Providing reports on potential issues and recommended solutions and general progress and budget reports
 - Liaising with provincial ministries and agencies to keep abreast of trends and legislative requirements and ensuring compliance
 - Attends Council meetings and other meetings as requested

- II. Managing roads and related infrastructure and parks and recreation by:
 - Liaise with outside agencies – Bell, Hydro, MTO etc.
 - Ensure that there is proper documentation of all activities
 - Manage maintenance and repairs to Municipal Facilities and equipment within approved budget framework

- Performing inspections of roads, bridges and drainage systems;
- Supervising road maintenance including winter operation plan, sweeping and general repair;
- Ensuring that fleet management program minimizes breakdowns and safety hazards and is compliant with CVOR regulations and municipal policies.
- Supervising general maintenance and upkeep of municipal parks;
- Planning budgets, managing and controlling approved fiscal allocations, within an asset management structure
- Planning logistics and supervising execution of all public works projects.
- Maintains liaison with CAO/Clerk/Deputy Treasurer and Treasurer for budget information and budget performance reports
- Ensure roads network is Minimum Maintenance Standards (MMS) compliant
- Responds to inquiries and complaints from the public, conducts investigations, documents findings and explains situations in a truthful manner in understandable terms
- Recommends to the CAO/Clerk/Treasurer discipline, layoff or suspension or dismissal of Public Works employees
- Oversees the performance of roads related contracts and agreements and ensures contractual obligations are fulfilled in a satisfactory manner and reports any shortfalls or discrepancies
- Works with engineers on required projects to ensure the Township needs and requirements are met, supplying local knowledge
- Works with Deputy Clerk in development and maintenance of the Asset Management program
- Assists CEMC as required in developing and maintaining emergency plan
- Determines requirements, implements and documents necessary for applying CVOR Operational Plan
- Assists in drafting municipal policies/procedures and Operational Plans for Public Works
- Will represent municipality with related associations

III. Supervising public works staff in order to ensure a positive and safe work environment by:

- Directing and supervising public works crew appropriately to ensure that work is completed in an effective manner consistent with applicable legislation, and municipal policies
- Ensuring that staff conduct work safely and in accordance with the Occupational Health and Safety Act, and receive proper training as required
- Defining goals/standards for employees consistent with goals/standards of the Township and following up to ensure goals/standards are reached;
- Providing consistent instruction and discipline to all public works staff
- Mediating conflicts between staff if required;
- Acting as a shining example for staff in how to interact with clients.

IV. Performing other associated duties, as required.

POSITION SPECIFICATIONS:

Education

Post-Secondary education in a related discipline or an acceptable combination of education and related experience

Requirements

Classified drivers licence DZ with a clean abstract
Police Check
General and CVOR Driver Abstracts

The following certificates/licenses preferred

Minimum 4 years related public works experience preferred
C.R.S. Mahoney Road School
AZ licence preferred
First Aid
WHMIS
Propane licence
Chainsaw licence
Fall Arrest
Surface Mining or Municipal Pits and Quarry, (Common Core)
0-8 Tonne Crane or Material Handling training
Commercial Tire repair
Workplace Safety levels 1 and 2 (Supervisor Levels I and II)
Qualify to access MTO remote weather monitoring stations (AWIS)
Traffic Control Technician

Experience

Minimum four years related municipal experience with municipal public works in a management role would be considered an asset.

Abilities/skills

Ability to work independently
Advanced communication skills
Effective time management skills
Superior problem-solving and critical thinking skills
Highly organized with a proven ability to delegate
Ability to understand technical drawings and specifications
Understanding of applicable standards, health and safety and Minimum Maintenance Standards
Proficiency with computer software and smart phone
Ability to carry out CGIS mapping/locating
Capable of conducting traffic counts