

**DOURO-DUMMER  
JOB DESCRIPTION MANUAL**

POSITION: <b>MANAGER OF PUBLIC WORKS</b>	PAGE: 1 of 4
REPORTS TO: <b>CHIEF ADMINISTRATIVE OFFICER</b>	DATE: June 2020
THIS JOB DESCRIPTION IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

**JOB SUMMARY:**

The Manager, Public Works, provides leadership and management to the Public Works Department. The position oversees the operation and maintenance of the municipality's Public Works infrastructure and services. The role ensures the Township's compliance with municipal, provincial and federal statutes and regulations, pertaining to Public Works operations and maintenance. The position provides information, support and expertise to Departments, CAO and Council.. In addition, this position is accountable for the maintenance of Public Works Department buildings and municipal gravel pits; the maintenance and operation of the transfer station and closed municipal waste sites; provides leadership and direction to Public Works employees; and as a member of the Senior Management Team assists with management issues and provides leadership, advice and consultation to staff, council and the public as required.

**DUTIES AND RESPONSIBILITIES:**

**Operations**

1. Identify and track best practices and trends / advances in areas of responsibility including but not limited to; roads, bridges/culverts, sidewalks, waste management, streetlights, municipal storm drains, stormwater management, and fleet, for possible application by the Township.
2. Develop, review and approve service delivery, operations and maintenance procedures for Public Works.
3. Participate in the development and implementation of a preventative (life cycle) maintenance program for the Township's Public Works infrastructure.
4. Ensure life cycle maintenance for Public Works is integrated and maintained into the Township Asset Management Program.
5. Establish specifications/standards for contracted services and service providers.
6. Conduct regular inspections of roads/ facilities/ waste management facilities.
7. Oversight of capital projects and inspections of contracted work.
8. Responsible for ensuring that road maintenance and construction are carried out in a timely and efficient manner as per municipal practices and procedures and ensure that all staff receive adequate training to accomplish this.
10. Accountable for the ongoing maintenance of municipal gravel pits, ensuring that all requirements for licensing are adhered to.
11. Accountable for the maintenance and day-to-day operation of the transfer station, closed municipal waste sites and waste collection contract.
12. Provides training, guidance and processes to assist staff in work planning and ensures that applicable and safe equipment, materials are available for the required work.

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13. Develops workplans for both proactive and reactive work and overseas work orders and required reporting to meet statutory obligations.
14. Develops policies and approaches for Township road network. Sources, traffic controls to be used, correct methods and procedures of doing work, levels of service to be achieved and local considerations. Reviews problems with staff and provides guidance as to methods, priorities or other assistance that may be required.
15. Receives and monitors service requests from the public and ensures follow up and management of issues.
16. Develop a regular process of communication with public works staff, so that they are conversant with future plans and projects.
17. Ensures that all staff are aware of legislative requirements as well as Township policies and provide regular training and updates to ensure adherence. Work with provincial and federal agencies where required.
18. Prepares and oversees the operational and capital budgets for the Public Works and Waste Management Departments. Ensures accurate administration and monitoring of related expenditures.
19. Develops annual/weekly maintenance schedules for roads, public works buildings, transfer station and closed waste sites.
20. Investigates and resolves requests and concerns from taxpayers to ensure the necessary action is taken.

***Administration/Management***

21. Track trends/changes in municipal statutes, provincial legislation and regulations for potential impact on the Public Works Department's operations and service delivery.
22. Monitor Township's compliance with all municipal statutes and provincial regulations (Drainage Act), pertaining to Public Works operations and maintenance.
23. Establish a quality assurance program for service delivery of the Public Works Department.
24. Identify, track and apply for grants and subsidies that support services, facilities and programs of the Public Works Department.
25. Maintains and delivers performance management program
26. Prepares, monitors and updates department capital and operating budgets, business plans and results.
27. Conduct current situation analysis and provide business/economic outlook, future legislation impact, setting/updating of Public Works related goals and strategies.
28. Accountable for purchases and approvals of purchases and maintaining inventory in accordance with municipal policies.
29. Accountable for reconciliation of inventories to ensure that they meet Township policies to allow the Treasurer to adhere to accounting principles.

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- 30.
31. Responsible for the development of equipment chargeout rates in consultation with Finance.
32. Accountable for all payroll and equipment chargeouts as well as any revenue recoveries.
33. Responsible to follow the Township's Records Retention Bylaw. Completes and maintains any forms, records, reports, (paper or electronic) policies and correspondence as required.
34. Develop tenders and requests for proposal as required in accordance with the Township's procurement bylaw.
35. Manages projects and contracts in line with best practices to ensure value for money and contractual arrangements are met. Supervises work relating to outside contractors and tradespeople on special construction and repair projects.
36. Participate as a member of the Senior Management Team of the Township providing skills, knowledge, information and recommendations to the Senior Management Team.
37. Serve as a project leader (when asked or assigned) on the corporate-wide project(s).
38. Provide inputs to the CAO regarding maintenance of harmonious employee relations
39. Assists with the completion and submission of applications for grants and funding.
40. Participates in the hiring and evaluation of Public Works staff.
41. In consultation with the CAO, develop recommendations and administer disciplinary actions affecting staff.
42. Responsible for hiring casual staff as required, ensuring budget guidelines are adhered to.
43. Actively promote health and safety practices for employees as well as the public and suppliers/contractors.
44. Responsible to develop policies and monitor adherence by all employees to the Occupational Health and Safety Act and the Township Health and Safety Policy. Ensure that staff are provided with Health and Safety training and mandatory training is renewed as required.
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**Outreach:**

46. Prepare written and oral presentations on topics/information from the Public Works Department.
47. Participate in the corporate-wide program and promote the various services delivered by the Township, particularly the Public Works Department.
48. Develop and maintain a contact network with professionals in the field, counterparts in other municipalities and contractors/suppliers.
49. Represent the Department with individual citizens, volunteers, community groups/associations, special interest groups, commercial interests, developers and the written and electronic media; liaise with regulatory officials/agencies at the federal, provincial, and county levels.
50. Provides recommendations regarding the Public Works and the Waste Management Department to Council for its information and discussion. Attends council meetings, public meetings and public information sessions as required to provide information and to make recommendations with respect to departmental or corporate issues.
51. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
24. Participates in the Municipal Operation Centre for emergency purposes.

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25. Ensure that the Township complies with the requirements of Asset Management regulations for Public works assets including life cycle strategies and condition assessments. Work with the Finance Department to ensure that asset management plan is integrated with the budget process and all changes affecting tangible capital assets are reflected in the asset registry. Work with all departments to ensure that Public Works is integrated and maintained into the Township Asset Management Program and updated on a regular basis.
26. Serve as a leader in system implementations for asset management software and mobile applications to improve work management.
27. Ensures that all facets of the public works department comply with the Minimum Maintenance Standards for roads under the Municipal Act and other acts.
28. Other duties as may be assigned.

**SUPERVISION:**

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Public Works Department.

**CONTACTS:**

Internal: With the Chief Administrative Officer, other members of the Management Team, Council, and subordinates to provide guidance, advice, leadership in noted areas of responsibility; to assist in problem solving issues and for the purpose of obtaining and sharing information to complete work assignments.

External: With contractors, suppliers, lawyers and insurance agents to provide and obtain information to complete work assignments, and to discuss and obtain resolution to municipal problems, issues and concerns. With various County, Municipal/Provincial/Federal agencies and officials to provide and obtain information.

With the general public to provide information, address concerns and solve problems ensuring polite and tactful relations.

**WORKING CONDITIONS:**

Exposure to a normal workshop environment. Exposure to hazards and inclement weather conditions. The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

**JOB KNOWLEDGE:**

- Post-Secondary Degree/Diploma in Civil Engineering or an equivalent field.

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Certified Engineering Technologist with O.A.C.E.T.T. registration preferred.  
Ontario Association of Roads Supervisors certification (senior level) preferred.

Minimum 5 years experience in a management role preferably within a municipal public works department overseeing roads operations, infrastructure maintenance and construction.

Minimum 2 years experience overseeing Environmental Compliance Certificates and service contracts for waste management.

**Requires a Class “D” driver’s licence with “Z” endorsement.?**

Knowledge of road construction, maintenance activities and safety procedures required.

Knowledge of Municipal/Provincial/Federal legislation pertaining to a Public Works Department and Waste Management Department.

Supervisory and managerial knowledge, skills, experience and ability.

Demonstrated superior public relations, public speaking, report writing and communication skills.

Good organizational and leadership skills.

Proven ability to deal with the public, politicians and senior level staff in regards to issues that may be sensitive, contentious and difficult.

Ability to cope with several different requests and subjects simultaneously.

Demonstrated computer skills in Microsoft Office suite of software. (Experience with Central Square (Great Plains) software, work management and asset management systems, GIS and GPS software would be an asset).

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Employee

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Chief Administrative Officer