



## Job Description

**Title:** Public Works Manager

**Reports to:** Chief Administrative Officer

**Department:** Public Works

**Date Developed/Revised:** August 28, 2017

### 1. FUNCTION

Under the general direction of the CAO, administer and oversee the day-to-day operation and maintenance of municipal infrastructure including water utilities, sanitary sewer collection system, storm drainage facilities, roads, sidewalks, and public works buildings. This position involves planning, organizing, coordination, directing and reporting on all aspects of Public Works. The position covers a range of duties related to planning, directing, budgeting, quality and cost control, report preparation, regulatory compliance, training, supervision and safety issues. The manager is expected to exercise considerable professional judgment and discretion in all aspects of the work and to ensure the necessary liaison with the Town Departments, Council, citizens, associations, business groups, outside agencies, other local governments, provincial and federal authorities, and others.

### 2. RESPONSIBILITIES

#### a) General

- Plan, organize and manage all sidewalks, roads, underground utilities, public works buildings and facilities work, including emergency repairs outside of regular work hours.
- Prepare and/or review comprehensive reports, plans, contract documents and estimates.
- Attend Council and Committee meetings.
- Formulate and recommend policies and procedures relating to Public Works operations to the CAO and Council.
- Maintain a current knowledge and awareness of new and emerging legislation pertaining to public health and environmental issues, as it pertains to the Town's municipal operations.
- Establish and maintain infrastructure maintenance programs and ensure that work is completed in accordance with Town policies.

- Maintain a positive relationship with consultant engineers, suppliers, colleagues from other municipalities, government agencies and other external bodies, and promote a favourable public image of the Town.
  - On call duties, as required.
- b) Budget
- Prepare annual public works budget
  - Maintain Operating & Capital budgets throughout the year
  - Long-term planning and forecasting of Capital Expenditures.
- c) Department Staff
- Oversee and motivate staff for efficient and effective service delivery.
  - Assess staff members' training needs and ensure training and mentoring occurs in a timely manner.
  - Prioritize projects and workload.
  - Carry out annual performance appraisals as per the Town's policy and where appropriate, counsel employees toward improvement; recommend actions to be taken in these areas to the CAO.
- d) Vehicle/Equipment
- Oversee operational efficiency of all vehicles and equipment owned by the Town.
  - Operate all municipal equipment as needed.
- e) Permit, Contracts & Agreements
- Apply for necessary permits as required by Provincial and Federal government authorities.
  - Assist CAO in preparing tender documents
  - Assist CAO in preparation of various government grant applications
  - Monitor contractors ensuring that they meet all the terms and conditions of their contracts.
- f) New Site Development
- Inspect and Monitor new development sites for quality control in accordance with municipal bylaws and regulations.
  - Ensure all development control standards are being followed.
  - Conduct site inspections during progress states of development.
- g) Safety/Risk Management
- Ensure safety and risk management policies and procedures are adhered to.
  - Work proactively with the CAO to reduce the Town's liability and potential for injury claims.
- h) Respond to Public Concerns
- Respond to complaints and concerns from the public.
  - Prioritize issues raised by the public.
  - Explain process to the public.
  - Maintain a positive relationship with the public.

i) Other

- Carry out such additional duties, exercises and responsibilities as may be requested by the CAO.

### **3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- a) Considerable knowledge and understanding of municipal infrastructure, including methods, best practices, specifications and techniques used in the construction, operation and maintenance of water, sewer, roads, drainage, and other facilities.
- b) An advanced level of written and oral communications skills.
- c) The ability to lead, mentor, motivate, team-build and connect with a diverse and experienced outside workforce.
- d) A sound understanding of best management practices relating to municipal construction and maintenance operations in and around sensitive terrestrial and marine environment, watersheds and foreshore habitat (North Saskatchewan River).
- e) Comprehensive and current knowledge of WorkSafe Saskatchewan regulations and requirements as they relate to municipal public works.
- g) Excellent communication and interpersonal skills to build and maintain positive working relationships with other departments, outside agencies and the public.
- h) Ability to successfully deal with multiple priorities, be flexible, and problem-solve under pressure in a fast-paced environment.
- i) Ability to confidently exercise considerable independent judgement and make sound decisions that reflect well on the department and organization.
- j) Ability to read and interpret plans and specifications.
- k) Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- l) Ability to make accurate notes, sketches and observation reports.
- m) Competency in computer operations, spreadsheets and system configurations.

#### **4. EDUCATION, TRAINING AND EXPERIENCE**

- a) Completion of Grade 12.
- b) Post-secondary education in the construction, civil engineering or related field would be an asset but is not a requirement.
- c) A minimum of 5 years' recent experience successfully supervising and administering construction and maintenance projects in a municipal, regional or provincial public works environment.
- c) Proven experience and competence writing technical reports and preparing detailed budgets and cost estimates relating to construction projects.
- d) Possession of a valid Class 5 Saskatchewan driver's license. Obtain Class 3A License within 6 months of date of hire.
- e) Experience with Microsoft Office software (i.e. WORD, Excel, Outlook and PowerPoint).
- f) A Level II Wastewater Operator's certificate and Level II Water Operator's certificate from the Environmental Operators Certification Program would be an asset. Or the ability to receive same, within two years from date of hire.