

Schedule 'B' to By-Law No. 24-2010

**Position Title:** Director of Public Works

**Reports To:** Chief Administrative Officer/Clerk

**Purpose of the Position:**

Responsible to the Chief Administrative Officer/Clerk for all facets of the operation of the Public Works Department and the management and administration of the Town's Public Works infrastructure and facilities, including water, sewer, and wastewater collection.

**Major Responsibilities:**

**1. Program/Service**

- a. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operations policies of the Town of Deep River
- b. Responsible for all town facilities, i.e. maintenance contracts at library, hall recreation facilities; waste collection and recycling; Miller Road landfill operations
- c. Provides leadership and direction to staff in the implementation of the roads maintenance function. Hires, trains, schedules and evaluates staff in accordance with established policies and procedures
- d. Participates in the preparation of annual capital and operating budgets for roads and water and sewer functions, presents budgets to Council for approval and manages roads, water and sewer maintenance operations within approved budgets
- e. Prepares, recommends approval for and administers all contracts relating to roads, plants maintenance, water and sewer services. Supervises the work of outside contractors and trades people on special construction and repair projects
- f. Contract Administration – water, sewer, street lighting, cleaning, waste collection contracts
- g. Management of:
  - i. Annual maintenance program
  - ii. Traffic operations and safety systems
  - iii. Town fleet of vehicles and equipment and machinery
  - iv. Develops and maintains the Department's Asset Management Program
  - v. Prepares engineering designs, specifications and tenders for the reconstruction and rehabilitation of assigned Town Public Works Infrastructure Projects, through the use of internal and external resources in accordance with established policies, procedures and codes of practice
  - vi. Develops and recommends revisions to established policies and procedures to reflect current legislative and technical requirements
  - vii. Manages tendering and construction of assigned construction projects, through the use of internal and external resources including Town Student Labour Program

- viii. Develops a long range program and business plans to address the Capital Works needs of the Town Public Works Infrastructure, using the most efficient and cost effective means possible
- ix. Participates in the preparation of special engineering studies and analyses for non-programmed projects, through the use of internal and external resources. Prepares reports that detail findings and provides recommendations for further action as appropriate
- x. Maintains and supervises water distribution system and wastewater collection system
- xi. Maintains and supervises municipal cemeteries and proper record keeping system
- h. As directed by the Chief Administrative Officer, prepares and presents reports to the Town of Deep River Council
- i. Develops and maintains policies and procedures to safeguard the health and safety of the individual and those employees supervised
- j. Protects health of self and others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act
- k. Performs other duties as specified by Council

## **2. Human Resources**

- a. Ensures the overall direction and management of Public Works Department employees
- b. Recommends to the Chief Administrative Officer/Clerk the appointment, employment, suspension or dismissal of Department employees, recognizing the provisions of collective agreements, contracts, and Council policy
- c. Directly supervises the following positions:
  - i. Public Works employees
  - ii. Administrative Assistant
- d. Ensures the initiation and development of training programs to ensure Department staff are being utilized in the most efficient manner
- e. Ensures compliance with corporate and human resources policies in cooperation with the Chief Administrative Officer/Clerk

## **3. Financial Resources**

- a. Administers the Public Works Department's operating and capital budgets
- b. Recommends appropriate rates and charges for services and facilities within the Public Works Department
- c. Maintains awareness of external sources of funding for Department activities

## **4. Material Resources**

- a. Assures the safety, maintenance and management of all buildings, equipment and material resources used by the Department

## **Skill and Effort:**

### **5. Knowledge**

- a. Detailed knowledge of Computer Aided Design Application Software and other specialized application software
- b. Detailed knowledge of relevant codes of practice and statutes relating to the operations and maintenance of municipal buildings
- c. General knowledge of construction techniques with heavy equipment.
- d. Certified Engineering Technologist
- e. Operations management preferably in the municipal environment.
- f. Experience in wastewater collection and water distribution, an asset
- g. Class 2 Water Treatment System Certificate required
- h. Valid Class G Ontario driver's license
- i. Professional designation as a Certified Roads Supervisor with the Association of Ontario Roads Supervisors would be considered an asset
- j. Completion of T.J. Mahoney Road School courses would be considered an asset
- k. Previous municipal experience would be considered an asset

### **6. Physical Skill and Effort**

- a. Must have sufficient personal mobility to permit independent visiting and inspection of both interior and exterior construction sites
- b. Slight physical effort required in inspecting various locations of the workplace

### **7. Decision Making and Judgement**

- a. Must be a self starter, punctual and demonstrate an ability to remain current with industry trends and practices
- b. Must demonstrate an ability to develop others through demonstrated leadership
- c. Access is available to other Municipal counterparts through personal and professional associations for the exchange of information as required. Access is also available to the Town's policies and procedures, legal counsel, by-laws and provincial statutes and regulations to obtain assistance or direction in dealing with problems and issues
- d. Judgment is exercised in:
  - i. Coordinating the activities of the Public Works Department to accomplish the approved plans for the year.
  - ii. Providing leadership and direction to the Department staff.
  - iii. Recommending changes in policies affecting Department.
  - iv. Acting as spokesperson and representative of the Department to ensure that the best interests of the municipality are met
  - v. Recommending priorities concerning capital equipment purchases for the Department and public works construction.
  - vi. Delegating authority to subordinate staff

## **8. Interpersonal Skills and Contacts**

- a. Strong interpersonal skills and leadership ability combined with excellent written and verbal communications skills
- b. Team building and interpersonal skills, with an ability to establish effective working relationships with other municipal senior managers, staff and members of the public
- c. Professional interpersonal skills are required to interact with all management, staff, Council, senior government officials and all citizens of the municipality
- d. Internal:
  - i. The Mayor, Council, Committees, Chief Administrative Officer/Clerk, Department Heads, staff, local boards, Police Chief and Chief Librarian
- e. External:
  - i. The general public, business community, media, corporate solicitor, and officials of other local, upper tier, and senior governments

### **Working Conditions:**

## **9. Environment**

- a. Exposure to varied outside temperatures, however, normally works in an office environment
- b. Attends evening meetings of Committee and Council

## **10. Control over Work Schedule**

- a. Subject to 24 hour on call related to public works and infrastructure services

***The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.***