

TAY VALLEY TOWNSHIP

POSITION MANDATE

POSITION DATA

Position Title: Public Works Manager

Reports To: Chief Administrative Officer

Created: June, 2013

POSITION SUMMARY

To recommend and implement policies and long range strategies associated with public works services and to manage public works operations through the supervision and leadership of staff and/or partners performing road construction / maintenance, waste/recyclable disposal and municipal facility maintenance functions.

CORE COMPETENCIES

Teamwork, integrity, results orientation, customer focus

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the duties, responsibilities and requirements of the position.

Supervisor: CAO

Date

Elected Official (Reeve/Deputy Reeve)

Date

KEY ACTIVITIES

1. Manage the delivery of public works services (roads/waste/facilities management) including winter control operations in accordance with applicable legislation (primarily MTO, MOE and Occupational Health & Safety) so as to provide timely, cost effective service to the public in a low risk environment
2. Manage construction and maintenance of municipal assets including roads and bridges, waste site facilities, fleet assets, and municipal facilities.
3. Develop road and facility inspection programs and supervise their implementation in compliance with ministry guidelines and corporate policies, ensuring appropriate and accurate records of activities are taken and maintained
4. Manage inventory of equipment, vehicles and materials required for the delivery of public works services, ensuring equipment and vehicles are ready for use; recommending preventative maintenance repairs with the objective of extending their economical life or replacement in accordance with budget and procurement policies
5. Supervise activities and manage performance of the Lead Hands, Heavy Equipment Operators, Truck Driver/Labours, Waste Site Attendants, Administrative Assistant, seasonal and casual employees establishing operational procedures and performing or arranging for training and skills development as required
6. Take a lead role in the establishment and maintenance of an asset management plan to ensure responsible and sustainable management of all Public Works assets.
7. Ensure occupational health and safety practices are observed and implemented. Participate as management representative on Health & Safety Committee
8. Provide advice and recommendations to the CAO regarding human resources required to fulfil public works functions
9. Contract management of outsourced services including but not limited to general engineering, drainage, road design and construction, waste disposal site monitoring and reporting, recyclable material recovery, roadside cutting, etc. ensuring adherence to specifications, cost containment and recommending renewal or re-tendering on a timely basis
10. Perform by-law enforcement functions as they relate to the Township's parking by-law.
11. Participate in funding discussions and the preparation of budgets for public works services, ensuring accurate authorization and recording of financial transactions according to budget allocations

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12. Prepare public works departmental reports and participate in the review and approval processes thereof. Perform research / search options to support Council / Committee recommendations
13. Maintain the Transportation Management TRIMS component of the corporate geographic information system and other public works records
14. Develop and maintain a cooperative relationship with the public, Council and employees, replying in a timely manner to public enquiries and requests for service within the levels established by Council.
15. Participates as a member of the Emergency Control Group.
16. Perform such other duties as assigned by the CAO or Council that are associated with the primary responsibilities of the position

FACTOR DESCRIPTION

1. Knowledge Gained By Formal Education and Previous Training

Requires post-secondary school education sufficient to acquire a sound knowledge of public works practices and procedures normally acquired through a 2-3 year college program. Industry specific training is required to develop a solid understanding of public works operations. A Certified Road Supervisor (CRS) designation or equivalent is considered suitable training.

2. Knowledge Gained By Experience

Requires approximately 5 years progressively responsible experience in leading and directing a public works operation with a variety of services delivered directly to the public. Experience managing in a unionized environment. Performing increasingly more complex duties to move through the Township's 4-step pay grid.

3. Complexity

Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter

Frequently uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

4. Supervisory, Training, Management and Advisory Responsibilities

Manages and supervises the work of eleven staff performing a broad variety of functions including general administrative duties, public works services including construction and maintenance, and delivering services directly to the general public.

5. Supervision Received - Independence of Action

Ability to work as part of the senior management team to achieve broad corporate goals under the direction of the CAO. Must have the capacity to work independently within the policies and objectives of the public works department to achieve results. Recommends and once adopted, carrying out policies and procedures to attain corporate goals and objectives, referring matters not covered by policy to the CAO.

6. Consequence of Error - Budget Responsibilities

Decisions will have a direct impact on the departmental operations. Errors in recording and communicating decisions made by Council or the senior management team impact on the image and liability of the Township, and its relationships with the public, staff and other agencies. Spending decisions will have a significant impact on the overall corporate budget.

7. Confidentiality

Regularly works with confidential information concerning Township and private property owners. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

8. Contacts

Works with department heads and the CAO to develop solutions to public works procedures, policies and communication challenges. Develops a series of communication tools and procedures aimed at keeping the public informed of services and programs delivered by public works. In regular contact with contractors, suppliers, and the general public.

9. Physical Skills and Effort

Attends meetings and operates personal computer which requires visual attention to detail. Operates motor vehicles and equipment, attends work sites to supervise activities of staff and contractors. May be required to lift up to 30 kg unassisted.

10. Working Conditions

Works in an open office environment, in the field, and in a vehicle. Must meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Routinely deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.