

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Public Works Technologist

Reports To: Public Works Manager

Indirectly Reports To: Chief Administrative Officer

Created: December, 2017

POSITION SUMMARY

Oversees construction and maintenance of municipal assets, contract manages outsourced services, and provides other services to support the functions and activities of the Public Works Department.

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 key duties, responsibilities and requirements of the position.

Supervisor

Date

Chief Administrative Officer

Date

TAY VALLEY TOWNSHIP

Position Description: Public Works – Public Works Technologist – Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

1. Oversees construction and maintenance of municipal assets including roads and bridges, municipal drains, waste site facilities, fleet assets and municipal facilities, inclusive of budget estimates, engineering design, provincial/federal approvals, public meetings, procurement and contract documents, construction administration and supervision, cost control, inspection, quality control, records and reviewing payment certificates.
2. Takes a lead role in the establishment and maintenance of an asset management plan and a ten year capital plan for public works and waste management to ensure responsible and sustainable management of all municipal assets.
3. Contract manages outsourced services including, but not limited to, 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.
4. Participates in funding discussions and the preparation of budgets for public works services, ensuring accurate authorization and recording of financial transactions according to budget allocations.
5. Reviews and provides engineering comments and conditions on land use proposals inclusive of site plan, subdivision, zoning, official plan and Committee of Adjustment applications.
6. Evaluates and approves engineering reports and detailed design submissions for road, drainage and public utilities for conformance with applicable statutes, by-laws and municipal specifications.
7. Inputs and maintains the GIS database with regards to asset and infrastructure inventory.
8. Approves utility (ex. Bell, Hydro) location before municipal digs.
9. Prepares reports, recommendations and presentations to Council, as required and attends Council, Committee and Public Meetings, as required.
10. Performs such other duties as assigned by the Public Works Manager or Chief Administrative Officer that are associated with the primary responsibilities of the position.

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Position Description: Public Works – Public Works Technologist – Full Time

FACTOR DESCRIPTION

1. Knowledge Gained by Formal Education and Previous Training

Requires a three (3) year community college diploma in Civil Engineering Technology, the ability to obtain and maintain membership with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and a valid Class 'G' driver's license.

2. Knowledge Gained by Experience

Requires a minimum of two years progressively related work experience, preferably in a municipal setting.

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.

Performs increasingly more complex duties to move through the Township's 4-step pay grid.

4. Supervision, Training, Management and Advisory Responsibilities

May be required to manage staff in the Public Works Department when acting in the absence of the Public Works Manager.

5. Supervision Received – Independence of Action

Ability to work as part of the Public Works Department team to achieve broad department goals under the direction of the Public Works Manager. Must have the capacity to work independently within the policies and objectives of the Corporation and Department to achieve results. Assists with development and, once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Public Works Manager.

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6. Consequence of Error – Budget Responsibilities

Decisions will have a direct impact on the overall financial status of the Township. Errors in information presented to Council or recording and communicating decisions made by Council can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, 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, private property owner initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

8. Contacts

Works with the Public Works Manager, department heads and the Chief Administrative Officer to develop solutions to public works procedures, policies and communication challenges. In regular contact with consultants, contractors, suppliers, government ministries and agencies and the general public.

9. Physical Skills and Effort

Attends meetings requiring prolonged sitting. Operates personal computer which may require visual attention to detail. Operates motor vehicle and attends work sites to supervise activities of contractors. Ability to mentally focus on detailed information requiring a high level of acuity and attention to detail.

10. Working Conditions

Works in a closed office or open office environment, in the field and in a vehicle.

Occasionally may be exposed to weather extremes or safety hazards when traveling within the Township. Must occasionally meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Overtime may be required to attend Council, committee and other meetings as required.