

### DIRECTOR OF PUBLIC WORKS

#### **JOB SUMMARY:**

The Director of Public Works is responsible for administration and management of roads and water/wastewater operations. Key responsibilities include management of external engineering and other contracts, providing comments on new development and infrastructure design/redesign submissions, administering maintenance programs for roads, bridges, culverts, drainage and water/wastewater operations and the preparation and monitoring of an annual budget that reflects the long term asset management plan.

#### **IMMEDIATE SUPERVISOR:**

- Chief Administrative Officer (CAO)

#### **SUBORDINATE POSITIONS:**

- Supervisor of Water/Wastewater
- Water/Wastewater Operator (3)
- Roads Foreman
- Roads Lead Hand
- General Labourer/Operator (8)
- Public Works Administrative Assistant
- Water/Wastewater Compliance Administrative Assistant

#### **JOB RESPONSIBILITIES:**

1. **Directs, monitors and oversees the activities of the Public Works Department**
  - Operations – Leads Public Works staff meetings.
  - Takes a leadership role in development review.
  - Monitors safety compliance and initiatives.
  - New construction review and general administration.
  - Ensures adherence to and compliance with legislative and regulatory standards.

2. **Plans, prioritizes and ensures the implementation of Public Works maintenance and construction programs**
  - Evaluates and responds to operational challenges and opportunities for improvement.
  - Prepares tenders and contracts for various Public Works activities.
  
4. **Develops departmental standards, policies and procedures.**
  - Responsible for the ongoing development of and adherence to maintenance standards.
  - Recommends design standards for new developments.
  
3. **Provides engineering recommendations and advice to Council.**
  - Applies design standards and comments on various development submissions to the Township.
  - Construction – monitors construction progress and activities.
  - Attends regular Council meetings and stakeholder meetings as required.
  - Asset management– evaluates and researches repairs and maintenance alternatives and makes recommendations.
  
5. **Effectively Manages Staff**
  - Prepares and conducts performance evaluations and employee discipline, in conjunction with Human Resources
  - Provides effective and regular feedback to subordinates as part of ongoing performance management of staff
  - Attends Department Head meetings and provides regular updates to staff.
  - Ensures staff are appropriately trained, both to meet operational needs and for personal/career development.
  
6. **Ensures Township’s compliance with all necessary Provincial policies and regulations, including:**
  - Occupation Health and Safety Act – safety meetings, initiatives and compliance.
  - MTO – Changes to system are in compliance with geometry and new signing standards.
  - MOE – Operator Certification, Systems Operations, Certificate of Approval for System Operation.
  - MNR – Use and disposal of stone and other items.

- MOL – Safety requirements, personnel relations, hours of work, etc.
7. **Responds to inquiries and investigates complaints from the public and public agencies.**
    - Participates in the development and implementation of public service standards.
    - Deal with public concerns in an appropriate and timely manner.
    - Respond to Ministry of the Environment inquiries.
  8. **Prepares and Monitors Budgets.**
    - Prepares departmental operating and capital budget for Council approval.
    - Proactively monitors the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled.
  9. **Infrastructure development responsibilities**
    - Reviews and approves (on behalf of the Township) engineering drawings for all department construction works.
    - Reviews and approves (on behalf of the Township) engineering drawings for subdivision developments and ensures compliance.
    - Responsible for site inspections on all public works.

## **JOB REQUIREMENTS:**

### Qualifications:

- Minimum 10 years of relevant experience.
- Post-secondary education in a related engineering discipline.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility
- Must meet the requirements of a Competent Person as defined by the *Occupational Health and Safety Act (OHSA)*

## **SKILLS**

- Requires leadership, negotiation, supervisory and people management skills
- Strong project management skills
- Must possess reliable public relations and interpersonal skills to clarify facts, provide information and respond to complaints

- Proven written communication and report writing skills preferably in reports written for municipal Council
- Computer knowledge (word processing and spreadsheets)

**EFFORT**

- Normal work week – 40 hours
- Job requires mental alertness to ensure the safety of others
- Job requires some physical exertion
- Involves mental and visual concentration

**WORKING CONDITIONS**

- Required to attend evening meetings
- May be required to respond to emergency situations
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time
- May be subject to inclement weather during the discharge of responsibilities
- General office environment

**Approved by:**

**By:** \_\_\_\_\_  
**CAO**

**on:** \_\_\_\_\_

*Created: January 2002.*  
*Revised: April 2005*  
*February 2013*  
*July 2014*