

**DOURO-DUMMER  
JOB DESCRIPTION MANUAL**

POSITION: <b>MANAGER OF PUBLIC WORKS</b>	PAGE: 1 of 4
REPORTS TO: <b>CHIEF ADMINISTRATIVE OFFICER</b>	DATE: November 2019
THIS JOB DESCRIPTION IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

**JOB SUMMARY:**

Under the general direction of the Chief Administrative Officer, the Manager of Public Works is accountable for the operations of the Public Works Department, ensuring that Municipal Roads are maintained to specified levels and that relevant legislation, regulations and policy is adhered to. In addition, this position is accountable for the maintenance of Public Works Department buildings and municipal gravel pits; the maintenance and operation of the transfer station and closed municipal waste sites; provides leadership and direction to Public Works employees; and as a member of the Senior Management Team assists with management issues and provides leadership, advice and consultation to staff, council and the public as required.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for ensuring that road maintenance and construction are carried out in a timely and efficient manner as per municipal practices and procedures and ensure that all staff receive adequate training to accomplish this.
2. Responsible for the maintenance of Public Works Department buildings and equipment.
3. Responsible for the maintenance and day-to-day operation of the transfer station, closed municipal waste sites and waste collection contract.
4. Instructs staff as to what work is to be completed, all special considerations, materials, material sources, traffic controls to be used, correct methods and procedures of doing work, levels of service to be achieved and local considerations. Reviews problems with staff and provides guidance as to methods, priorities or other assistance that may be required. Develop a regular process of communication with public works staff, so that they are conversant with future plans and projects.
5. Adheres to legislation and regulations of various Provincial and Federal Ministries and agencies and Council Policies.
6. Prepares and oversees the operational and capital budgets for the Public Works and Waste Management Departments. Ensures accurate administration and monitoring of related expenditures.
7. Develops annual/weekly maintenance schedules for roads, public works buildings, transfer station and closed waste sites.
8. Investigates and resolves requests and concerns from taxpayers to ensure the necessary action is taken.

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**DUTIES AND RESPONSIBILITIES: (Cont'd)**

9. Provides recommendations regarding the Public Works and the Waste Management Department to Council for its information and discussion.
10. Assists with the completion and submission of applications for grants and funding.
11. Participates in the hiring and evaluation of subordinate full-time staff. Recommends and implements disciplinary actions affecting subordinates.
12. Responsible for hiring casual staff as required, ensuring budget guidelines are adhered to.
13. Assists with maintenance of the park facilities.
14. Supervises work relating to outside contractors and tradespeople on special construction and repair projects.
15. Responsible for the ongoing maintenance of municipal gravel pits, ensuring that all requirements for licencing are adhered to.
16. Prepares cost estimate, tender, quotation and proposal documentation as required for consideration by Council.
17. Responsible for approving purchases and maintaining inventory in accordance with municipal policies.
18. Responsible for preparing payroll information, equipment time sheets, revenue and invoicing information to forward to the Treasurer in an accurate and timely manner.
19. Verifies and submits all billings for sales and service to the Treasury Assistant-A/P- Payroll Clerk in an accurate and timely manner.
20. Performs duties of Equipment Operator as required.
21. Produces and maintains any forms, records, reports, policies and correspondence as required.
22. Attends council meetings, public meetings and public information sessions as required to provide information and to make recommendations with respect to departmental or corporate issues.
23. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
24. Responsible to ensure that employees adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy.

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25. Participates in the Municipal Operation Centre for emergency purposes.
26. Responsible for ensuring the reconciling of fuel, culvert, winter sand/salt mix, and gravel pit stock on a monthly basis and file the necessary report to the Treasurer.
27. Ensures that Asset Inventory information for P.S.A.B. compliance and the Township Asset Management Program is kept up to date and regularly provided to the Treasurer.
28. Ensures that all facets of the public works department comply with the Maintenance Standards for roads under the Municipal Act.
29. Other duties as may be assigned.

**SUPERVISION:**

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Public Works Department.

**CONTACTS:**

**Internal:** With the Chief Administrative Officer, other members of the Management Team, Council, and subordinates to provide guidance, advice, leadership in noted areas of responsibility; to assist in problem solving issues and for the purpose of obtaining and sharing information to complete work assignments.

**External:** With contractors, suppliers, lawyers and insurance agents to provide and obtain information to complete work assignments, and to discuss and obtain resolution to municipal problems, issues and concerns. With various County, Municipal/Provincial/Federal agencies and officials to provide and obtain information.

With the general public to provide information, address concerns and solve problems ensuring polite and tactful relations.

**WORKING CONDITIONS:**

Exposure to a normal workshop environment. Exposure to hazards and inclement weather conditions. The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

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**JOB KNOWLEDGE:**

Post Secondary education in a related field, or equivalency, with specialized course work including completion of all 3 levels of Certified Road Supervisors program.

Minimum 5 years experience in a management role preferably within a municipal public works department overseeing roads operations, infrastructure maintenance and construction.

Minimum 2 years experience overseeing Environmental Compliance Certificates and service contracts for waste management.

Requires a Class “D” driver’s licence with “Z” endorsement.

Knowledge of road construction, maintenance activities and safety procedures required.

Knowledge of Municipal/Provincial/Federal legislation pertaining to a Public Works Department and Waste Management Department.

Supervisory and managerial knowledge, skills, experience and ability.

Demonstrated superior public relations, public speaking, report writing and communication skills.

Good organizational and leadership skills.

Proven ability to deal with the public, politicians and senior level staff in regards to issues that may be sensitive, contentious and difficult.

Ability to cope with several different requests and subjects simultaneously.

Demonstrated computer skills in Microsoft Office suite of software. (Experience with Central Square (Great Plains) software, GIS and GPS software would be an asset).

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Employee

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Chief Administrative Officer