

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Superintendent of Public Works	Date approved: 2013-06-26
Reports to: CAO/Clerk	Approved by: Res. #13-14-13

POSITION SUMMARY:

A senior management position, this position has overall responsibility for planning, organizing, directing and evaluating the activities of the Public Works Department. Includes responsibility for the appropriate management and coordination of all Public Works services in accordance with Council direction and applicable provincial legislation. Plans and organizes Public Works programs and municipal services to achieve an optimum use of human and financial resources. Provides the leadership to ensure that departmental objectives are met in an effective and efficient manner.

Major Duties and Responsibilities:

- Provides Council, the Infrastructure Services Committee, and the CAO/Clerk with advice and guidance on the development of plans, priorities and policies for the provision of efficient and effective Public Works services (environment, transportation, parks and plant); discusses service standards and costs; advises concerning the availability of provincial grants and subsidies;
- As requested, provides reports to Council, the Infrastructure Services Committee, and the CAO/Clerk concerning Public Works issues together with recommended solutions;
- Attends at Council meetings, Infrastructure Services Committee meetings, and other special meetings, as requested by Council;

- Provides effective supervision of departmental human resources. Plans, schedules and oversees work schedules, assignments and procedures to maximize operational effectiveness and efficiency;
- Operates various pieces of Public Works equipment;
- Maintains accessibility to staff to discuss ideas and problems; provides leadership and guidance to department personnel. Keeps staff informed of Municipal policies and procedures;
- Identifies existing and emerging staff training and development shortfalls and makes written recommendations to CAO/Clerk to meet such needs;
- Ensures that all Public Works operations are performed in a safe manner and in compliance with provincial safety legislation (e.g. Ministry of Labour, Immigration, Training and Skills Development, Ministry of Environment, Conservation and Parks, and the Occupational Health and Safety Act);
- Maintains effective liaison with representatives of appropriate provincial ministries and agencies; maintains awareness of trends and issues and ensures that all Public Works operations follow provincial standards and legislation;
- Develops the annual Public Works operating and capital budgets with the assistance of the Treasurer based on planned operational and maintenance priorities and human resource, equipment and material requirements;
- Monitors approved budget allocations to ensure they are efficiently and effectively managed in accordance with Council's direction and the Municipality's by-laws and procedures;
- Maintains liaison with the Municipal Treasurer for budgeting, budget information and budget performance reports;
- Prepares and updates the five-year plans for Public Works operations including the equipment list;
- Recommends the purchase or rental of new and replacement fleet equipment and directs the purchase/rental of such, as approved by Council;
- Manages the Municipality's fleet maintenance program to minimize breakdowns and safety hazards;
- Manages the inventory of equipment, supplies and material required for maintenance and construction programs and ensures that adequate supplies are maintained to meet Municipal requirements;

- Responsible for managing the maintenance and repairs to the Municipal facilities and related infrastructure within the approved budget framework;
- Complies with the Municipality's purchasing policies, tendering procedures and asset management program. Recommends the use of suppliers and service firms;
- Obtains the permission of the CAO/Clerk to purchase emergency goods and services;
- Responds to Public Works inquiries and complaints from the public. Conducts thorough investigations, reports and explains situations in a tactful manner in understandable terms and documents all incidents or public complaints;
- Recommends to the CAO/Clerk the lay-off, discipline, suspension, or dismissal of Public Works Department employees;
- Represents the Public Works Department in dealings with the media; provides factual information about Public Works activities;
- Oversees the performance of all Public Works contracts and agreements entered into by the Municipality; ensures that all contractual obligations are fulfilled in a satisfactory manner;
- Responsible for communication with Fire Chief, or designate, and/or other municipal department heads for Public Works assistance, as seen fit, regarding the provision of employees and equipment to fires and/or other emergencies within the Municipality's jurisdiction; and
- Performs all other duties as assigned

Education/Experience/Skills

Education:

- A college diploma in a related discipline or an acceptable combination of education and related experience;
- Certified Road Supervisor (Association of Ontario Road Supervisors) an asset;
- Trained in health and safety regulations, procedures and guidelines, both worker and supervisory;
- Chainsaw certification

Experience:

- Minimum five (5) years' experience demonstrating progression in supervisory experience in a municipal environment

Skills:

- Good working knowledge of: provincial legislation and standards governing municipal public works operations; provincial health and safety regulations; and environmental regulations;
- Good mechanical and technical skills acquired through education, training and experience;
- Experience in operation of plow truck, grader and backhoe;
- Thorough understanding of fleet maintenance management practices;
- Valid Class DZ licence;
- Excellent verbal, written and keyboarding skills;
- Excellent interpersonal, organizational and leadership skills.

Independence of Action

Adapts procedures as required. Recommends changes to current policies and procedures. Develops and recommends new methods or solutions to problems in situations where there are currently no guidelines or formal procedures.

Impact of Errors

Errors could result in serious loss of time or resources and cause embarrassment within the organization and/or have serious impact on its public image.

Contacts

Tact, diplomacy and human relations skills are required for contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading, motivating or securing the cooperation of others.

Leadership

Required to assume, on a continuing basis, the normal leadership and/or supervisory responsibilities over others.

Physical Demands/Sensory Demands

Work will at times require effort with extra effort necessary to meet emergencies or difficult weather conditions. Relatively high public contacts. Visual and aural concentration is required on a regular basis.

Working Conditions

Work is performed both indoors in a typical office setting and outdoors. May work irregular hours due to emergencies and weather conditions. Occasionally required to deal with difficult people. Work is subject to interruptions.