

## **JOB DESCRIPTION**

### **DIRECTOR OF PUBLIC WORKS**

**REPORTS TO:**

Chief Administrative Officer (C.A.O.)

**SUBORDINATE POSITIONS:**

Public Works Secretary  
Environmental Support Person  
Works Superintendent  
Environmental Superintendent  
Environmental Lead Hand  
Works Hand  
Works & Environmental Operator/Labourers

**SUMMARY OF FUNCTION:**

To plan, promote, develop direct and administer construction and maintenance programs for roads, bridges, culverts, drainage, sanitary sewers, garbage collection, streetlights and water works.

**TASKS:**

1. Directs and monitors the activities of the Public Works Department.
2. Plans, prioritizes and ensures the implementation of public works maintenance and construction programs.
3. Advises Public Works Committee with respect to all Public Works departmental activities. Prepares reports for the Public Works Committee and Council.
4. Develops policies, procedures and programs for roads, sewage works, waterworks, streetlights, drainage and garbage collection.
5. Directs the activities of subordinates including performance evaluation, monitoring daily activities. Provides recommendations to the C.A.O. with respect to hiring, termination, pay increases and promotions.
6. Attends Public Works Committee meetings and is responsible for agenda preparation/distribution and recording of minutes relating to same.
7. Responds to inquiries and investigates complaints from the public.
8. Member of the Health & Safety Committee and Emergency Operations Control Group. Ensures Township compliance with the Occupational Health and Safety Act.
9. Ensures conformance to M.T.O., M.O.E.E. and M.O.L. policies and regulations.
10. Prepares departmental budget for Council approval. Monitors, once approved Working co-dependently with the Treasury Department.
11. Determines the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled.
12. Reviews and approves (on behalf of the Township) engineering drawings for all department construction works.

**TASKS (Cont'd):**

13. Reviews and approves (on behalf of the Township) engineering drawings for subdivision developments and ensures compliance. Responsible for subdivision site inspections.
14. Prepares tenders and contracts for various Public Works activities.
15. Attends Department Head meetings.
16. Attends regular Council meetings as a technical resource.
17. Performs other duties as assigned by C.A.O.
18. Required to attend evening meetings.

**SKILLS:**

- Requires leadership, negotiation, supervisory and management skills.
- Must possess public relations and interpersonal skills to clarify facts, give information and respond to complaints.
- Certified Civil Engineering Technologist Certificate
- Certified Road Supervisors Senior Certificate would be an asset.
- Completion of Water Treatment Operation and Water Distribution System Class 2 Certificate of Competency would be an asset.
- Completion of Class I Waste Water Collection System Certificate of Competency would be an asset.
- Requires five years of municipal engineering experience.
- Computer knowledge (word processing and spreadsheets).
- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

**EFFORT:**

- Normal workweek – 35 hours.
- Job requires mental alertness to ensure the safety of others.
- Job involves 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
  - o precautions for limited periods of time.
- May be subjected to inclement weather when conducting site inspections.

Revised: 2008