



Job Description

Public Works Department

JOB TITLE: DIRECTOR OF PUBLIC WORKS

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Oversees a team of 15 employees

Position Summary

Reporting to the Chief Administrative Officer, the Director of Public Works provides leadership and strategic direction to a portfolio of operations services to maintain and enhance the Township's transportation infrastructure, water and sewer services, facilities, and dry waste disposal site. The Director is responsible for policy development, program planning, fiscal management administration and operational direction for all services within the Public Works Department. The Director plays a key role in ensuring service delivery is provided in a customer focused and efficient manner to achieve standards established by Council and provincial legislation. The Director is responsible for ensuring integration with other departments, manages risks and protecting the municipality's assets.

General Duties and Responsibilities

1. Responsible for the design, construction, operation, and maintenance of the road network, including recommending tender approvals to Council, supervising construction and inspections and preparing cost estimates.
2. Determine the future needs of roads, facilities, and systems.
3. Oversee the operations of the Ontario Clean Water Agency with respect to three water and wastewater systems.
4. Responsible for the operation of the landfill and waste management collection and disposal contracts.
5. Support the Planner and the Director of Building & By-Law in the review, verification and approval of plans, new subdivisions, master plan subdivision plans, and any related studies submitted by a developer, contractor or other.
6. Review and approve utility submissions for municipal consent.
7. Contribute to the Township's senior management team in establishing goals and objectives in developing and implementing policies and programs.
8. Prepare estimates and administer the department's operating and capital budgets in compliance with Council's guidelines and policies.



9. Provide Council, the Chief Administrative Officer and Township staff with advice and recommendations on transportation infrastructure, water and sewer services, facilities, landfill and planning and other matters related to the functions and activities of the public works department. Advise the Chief Administrative Officer on issues, matters and concerns where there may be important implications for the Township.
10. Direct the management of all human and other resources of the department, overseeing the full range of managerial functions and responsibilities including:
 - Staffing
 - Staff training and development
 - Performance management
 - Occupational health and safety
 - Directing the workforce
 - Employee relations
11. Direct the preparation and presentation of reports and recommendations to Council and the Chief Administrative Officer as required, regarding the activities, programs, and projects of the department. Attend and provide information for meetings of Council and for public meetings, as required.
12. Attend all meetings with Senior Staff.
13. Attend all meetings of Council.
14. Develop, implement, review, update and enforce municipal by-laws and Provincial Laws, where required.
15. Develop, implement, and administer departmental policies, programs, projects, procedures, systems, standards, etc. Develop and implement effective lines of communication and administrative controls including reporting mechanisms. Regularly review the effectiveness of the department's operations and take initiative in effecting appropriate adjustments.
16. Maintain effective and cooperative liaison with the general public, senior representatives of other municipalities, agencies and employers, other levels of government, consultants, developers, contractors, community groups, etc., obtain and provide relevant information, and promote a high standard of public relations at all times.
17. Coordinate the drainage work to be carried out with the appointed superintendent.
18. Be a member of the internal Accessibility Working Group. Review the site plans for current and future building projects and provide recommendations for the remediations of accessibility barriers.
19. Ensure that all direct reporting staff work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety, and workplace violence policy and procedures as well as industry guidelines.



20. Perform other duties as directed, and undertake special projects as assigned by the Chief Administrative Officer.
21. During emergencies, declared or otherwise, staffing requirements can be critical. This position requires to be available to work irregular hours performing normal tasks or others, as needed.

Qualifications

- Strong management, leadership, organizational and interpersonal skills are required.
- Excellent oral and written communication skills, including report writing and presentation skills. Must be fluently bilingual.
- A sound working knowledge of word processing, accounting, and presentation programs.
- A certified road supervisor's designation would be an asset.
- Must have a valid "G Class" driver's licence.
- Must provide a satisfactory current Police Criminal Record Check as a condition of employment.

Required Education and Experience

- University degree in Civil Engineering or related field. A C.E.T. designation or an equivalent combination of education and experience will be accepted.
- Sound municipal experience with a minimum of five (5) years in public works at a supervisory level position with an eagerness to continue to develop professionally.
- Experience in strategic planning, annual budget processes, financing reporting and forecasting.

Working Conditions

- The salary range for level 8 consists of five (5) steps, and the salary is determined upon hire based on qualifications, experience, skills, and knowledge.
- This position is full-time, regular 37.5 hours per week.
- Meets with the public, sometimes in adverse conditions to rectify concerns.
- Has to operate a vehicle on a regular basis, usually within the municipality. Sitting or driving for periods more than two hours.
- Regularly patrols around the township and sometimes helps with road crew work. Is sometimes exposed to conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste, and similar factors.
- Sometimes exposed to physical hazards and danger resulting from operation of heavy equipment.
- Works consists of activities creating a high degree of stress such as meeting definite, but adjustable deadlines and situations affecting health and safety.