

JOB DESCRIPTION

POSITION	Public Works Supervisor
REPORTING TO	Public Works Manager
HOURS OF WORK	35 hours per week, as assigned
SALARY	\$82,225 to \$99,946

POSITION SUMMARY

Under the guidance and mentorship of the Public Works Manager, the Public Works Supervisor provides essential leadership and technical support to the Public Works department, overseeing construction projects related to roads, sidewalks, winter sanding/salting, and contract management. This role involves assisting with, assigning, and supervising daily schedules for capital projects, contractor services, and the efficient coordination of staff, equipment, and contract work. The Supervisor ensures the safe distribution of drinking water and the effective collection of wastewater, including stormwater, maintaining high standards of safety and service quality across all operations.

ROLES AND RESPONSIBILITIES

Roads and Infrastructure Maintenance

- Schedule and direct Public Works personnel for road, sidewalk, and municipal parking lot maintenance, snow plowing, road salting, water distribution, wastewater collection, and general construction activities during the summer construction and winter maintenance seasons.
- Monitor and evaluate weather conditions, deploying resources as needed.
- Patrol and monitor roads to identify deficiencies, ensure compliance with legislation, standards and policies.
- Complete and maintain records including patrol sheets.
- Ensure adherence to the Minimum Maintenance Standards for the Province of Ontario and schedule follow-up work as necessary.
- Assess and manage inventory levels of salt, sand, and aggregate for construction seasons.

Fleet and Equipment Management

- Ensure the availability of adequate equipment, tools, materials, and safety devices, meeting departmental policy standards.
- Oversee fleet maintenance, ensure efficient repairs, and require staff to conduct pre-trip inspections, addressing any identified defects.
- Monitor Ministry of Transportation regulations and ensure changes are communicated and followed by staff.
- Recommend equipment replacements and improvements to the roads fleet as necessary.

Workforce Management

- Prepare and authorize timecards, attendance, and vacation requests for all Roads staff.
- Monitor overtime, schedule vacations, and ensure adherence to Ministry of Transportation regulations on work hours and CVOR.
- Issue and monitor bulletin job postings as they relate to Roads, assess qualifications, and recommend staff appointments to the Manager.

Customer Service

- Receive and investigate customer complaints and recommend a course of action to the Manager.
- Address public inquiries related to sewer and water services and other Public Works concerns.

Contract and Project Administration

- Responsible for contract administration as assigned.
- Monitor and authorize contractor work and approve invoices for payment per corporate purchasing policy.
- Work closely with contractors performing work for the Corporation to ensure adherence to quality and safety standards.

Health, Safety and Training

- Arrange for safety and procedures training for staff through certified training officers, tailgate training session, and on-site training.
- Perform accident and incident investigations, identifying causes and implementing controls.
- Ensure workers are trained in the safe operation of equipment and devices and coach them as needed.
- Promote a positive safety culture and prioritize health and safety concerns.
- Perform regular workplace inspections identifying and correcting hazards.
- Ensure corporate safety policies and safety procedures are reviewed by the workforce on a regular basis through safety talks or job planning exercises.
- Prioritize health and safety concerns in daily operations and respond promptly to issues.

Water and Wastewater Systems Management

- Organize maintenance, repairs, and upgrades for the Municipality's water distribution, wastewater collection, and storm systems.
- Establish standard operating procedures and manage service contracts for hydrant flow testing, sewer flushing, hydrant repairs/maintenance, and winterization activities.
- Address public requests for sewer and water services and respond to after-hours calls as required.

Operations Management

- Monitor and ensure that staff adhere to corporate safety regulations, the Traffic Act and Ontario Safety Regulations are followed.
- Monitor performance and procedures to improve productivity and work quality of the department.
- Provide guidance, expertise and assistance, and work within Departmental policy and budget guidelines as directed by the Manager and recommend goals and objectives for the department's activities.
- Perform other related duties as assigned.

REQUIREMENTS

- Post-secondary college diploma in a relevant field or completion of a Roads Supervisor Certificate.
- A minimum of 3-5 years of practical experience.
- Possess a Class 1 Water Distribution Drinking-Water Certificate, Class 1 Wastewater Collection Operator License.
- Valid Class G Driver's License and access to a personal vehicle.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Supervisory experience as well as superior oral, written and interpersonal communication skills is essential
- Proven team player with strong collaboration skills.
- Ability to engage professionally with diverse groups, including Directors, and Managers.
- Strong communicator with knowledge in the development, production and maintenance of communication tools for both internal and external stakeholders.
- Strong judgment, tact, creativity and problem-solving skills.
- Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.

ASSETS

- Experience in municipal construction and heavy equipment.
- Familiarity with the Safe Drinking Water Act, Occupational Health and Safety Act and the Highway Traffic Act.
- Bilingualism is considered an asset (official languages).

WORKING CONDITIONS

- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime as required.
- Lifting or moving up to 25lbs may be required.

BENEFITS

- Free onsite parking for employees during working hours.
- Paid vacation time for permanent employees.
- Comprehensive health benefits including vision and dental (employer pays the premiums).
- Additional support is available through the Family Employee Assistance Plan for all employees and their immediate household family members.
- The Municipality is a certified OMERS employer (Ontario Municipal Employees Retirement System).

Applications for this position will be accepted, in confidence until 4 p.m. on **May 2, 2025**.

Applications should be addressed to: Sonal Brahmhatt
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
E-mail: hr@westnipissing.ca