

**Position Title:** **Public Works Manager**

**Reports to:** **Director of Public Works**

### **POSITION PURPOSE**

Reporting to the Director of Public Works, the Public Works Manager is responsible for the management of the Town's infrastructure. The position requires regular site attendance to confirm the accuracy and completeness of work performed by developers, contractors, volunteers and Operations staff. The position is also responsible for contract management/administration for capital projects.

Assists the Operations Department by acting as a resource for the maintenance and construction planning for the Town's fleet, road network, bridge inventory and Town lands. The individual will also coordinate, record and prepare all necessary records, statistics, including asset management, in a Public Works setting.

### **KEY RESPONSIBILITIES**

- Regular consultation with the Director of Public Works in order to develop work plans for field operations, setting of schedules, integrating construction and maintenance projects while developing short and long term work schedules.
- Assist the Director of Public Works with preparation of capital, maintenance, and operational yearly budgets.
- Ongoing review and reporting of the Town's Asset Management Plan to support the long-term infrastructure renewal program.
- Participate and organize emergency preparedness in the Public Works setting.
- Work with Operations Department to regularly review road patrol requirements of Town's road system to ensure current legislation is being adhered to. Which also includes the maintenance of the Town's winter operations plan.
- Review rural and urban maintenance issues with the Director of Public Works to formulate necessary solutions.
- Assist the Director of Public Works with development of equipment replacement schedules, bridge replacement and maintenance, road construction and bid document preparation.

- Form part of the management team for overseeing the Town's water, wastewater and storm systems.
- Assist/organize the upkeep and repair of all Town buildings and lands.
- Liaison with contractors, utility personnel, property owners affected by construction and maintenance and any other problems or concerns within the operation of the Town's road network.
- Manages all Road Occupancy, Entrance, Filming / Special Event, Oversized Load applications.
- Engineering drawing and tender review to ensure they meet the Town's goals and requirements.
- Work with Town Engineers and Developers on all projects to ensure completeness.
- Assist the Operations Department with processing and reporting of incoming utility locates and the coordination of the Town's Utility Locate Contractors.
- Aid in the preparation of Council Reports.
- Preparation of grant applications in cooperation with the Treasury Department.
- Responsible for overseeing the efficient and effective performance and coordination of external contractors / contracts.
- Ensure that activities are performed in accordance with Town policies, standards, by-laws, Council directives, and federal and provincial regulations.
- Monitor and keep expenditures within approved budgets and regularly report on potential problems, changing trends or major variances in this regard.
- Prepare and issue Bid Documents in accordance with the Town's Procurement By-law, and other related documents as required for areas of responsibility and prepare estimates for proposed work.
- Assist in updating, maintaining and managing all road boundary service level agreements in conjunction with neighbouring municipalities, Condominium, Ministry and County Road networks.
- Attend meetings with engineers, developers, emergency management control group and Council, as required, by the Director of Public Works.
- Ensure regular inspection of assets is completed on a timely basis and develop work plans to address deficiencies subject to available budget.

- Participate in the review and formulation of Public Works related policies, design criteria, performance standards and procedures.
- Review development activity, lot grading issues, site plan and other land use planning documents to determine progress and conformity with specifications, agreements, and applicable Town policies.
- Work with the Director of Public Works to provide comments to the Planning Department for Municipal Approvals, Committee of Adjustment and other planning matters.
- Work with the Operations Department to monitor the adequacy of sewage and storm water systems, respond to complaints and flooding events, and ensure all systems are functioning properly and in compliance with the requirements of the Municipal Consolidated Linear Infrastructure – Environmental Compliance Approvals.
- Provide regular management liaison with municipalities, Dufferin County, OPP, Conservation Authorities, Niagara Escarpment, MTO, etc. on matters of divisional interest.
- Review the long-term needs of the Public Works Department on a continual basis and make recommendations for improvements to the operations, or to meet new regulatory requirements or changes.
- Provide positive customer service by responding to resident inquiries via in person / front counter, email and phone.
- Review initiatives from other Town departments and provide comments when requested.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all training regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Carry out other duties as assigned by the Director of Public Works.

## **EDUCATION, EXPERIENCE, SKILLS & QUALIFICATIONS**

**Ideally, the successful candidate would possess:**

- Diploma in civil engineering technology or a related field.
- Certified Engineering Technologist (C.E.T.) designation or equivalent or willing to work towards.
- Five (5) years progressively responsible management experience in infrastructure operations.

- Certified Roads Supervisor (CRS) designation or willing to work towards.
- Ability to respond to after-hours emergencies in certain circumstances, as required by the Director of Public Works.
- Demonstrates leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, and conflict management skills.
- Thorough knowledge in municipal infrastructure operations and maintenance, landfill operations, road design, estimating and construction, and tender and contract administration.
- Effective problem-solving skills, strategic thinking and demonstrated experience shaping and implementing divisional and corporate vision, mission, and values, as well as corporate strategies.
- Experienced in municipal policy development.
- Strong focus, analytical and research skills ensuring accuracy with large volume and diversity of work, planning skills, project/time/records management skills.
- Demonstrates flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance.
- Experience and sound knowledge of estimating, budgeting and budget monitoring.
- Thorough knowledge of legislation processes and techniques related to road and bridge construction and maintenance, equipment operation and fleet maintenance, waste collection, disposal, and diversion, with emphasis on proactive health and safety practices.
- Ability to interpret and effectively apply legislation, policies, bylaws, best practices, standards, and guidelines.
- Excellent organizational, problem-solving, interpersonal, and leadership skills with a proven focus on communication skills.
- Highly self-motivated and able to work independently in a team environment with a demonstrated ability to establish effective working relationships.

- Ability to collaborate to develop effective working relationships, maintain confidentiality, strong mediation and conflict resolution skills, and ability to act with tact and diplomacy during difficult and politically sensitive situations.
- Ability to take initiative, multi-task, and complete work in a detail oriented and timely manner.
- Strong public relations skills with the ability to work tactfully with the public.
- Demonstrated intermediate to advanced computer skills including Microsoft Office and ARC GIS applications.

## **REQUIREMENTS**

- Obtain and maintain satisfactory CPIC (Criminal Record Check).
- Must possess and maintain a valid driver's license, Class "G" with a reliable vehicle to use on corporate business.

*Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Town of Mono reserves the right to amend this position description at any time.*

## **COMPENSATION**

The Public Works Manager position on the Town's 2024 Salary Grid ranges from, \$100,492 to \$117,562 (Job Rate). The position includes enrolment in the OMERS pension plan and offers a competitive benefits package.

## **HOURS OF WORK**

Hours of work shall be 35 hours per week (8:30 a.m. – 4:30 p.m.), Monday to Friday.

## **TO APPLY**

Qualified applicants are invited to submit their applications, by email, to [publicworks@townofmono.com](mailto:publicworks@townofmono.com) Attention: Matt Doner, Director of Public Works.

This job will remain posted until filled.

*Mono is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest and only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.*