THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP

JOB DESCRIPTION

**JOB TILE:** Public Works Superintendent

**REPORTS TO:** CAO/Clerk Treasurer

**POSITION SUMMARY:**

The Public Works Superintendent (PWS) is the managerial lead in the Public Works Department and reports directly to the CAO Clerk Treasurer. The PWS is responsible for the development, planning and administration of an asset management plan that includes Township roads, facilities, waste services, parks and equipment.

Self: To ensure the operation of the Public Works Department aligns with infrastructure service standards and applicable legislation

Other: To empower the Public Works Employees to meet their responsibilities to maintain and advance community infrastructure assets

System: To maintain public infrastructure in a manner that reduces risk and improves public safety, supporting access to and mobility within the community

Culture: To maintain a commitment to continuous improvement of infrastructure planning and operations through collaboration

The expectation for “self” level is to:

1. Carry out the operations of the Public Works Department according to the annual budget, asset management plan and strategic plan

2. Informs and guided by the contents of the annual workflow document to ensure proactive action, organizational collaboration and learning

3. Leads the Public Works employees in a manner that encourages responsiveness to the departmental planning and task delegation

**ACCOUNTABILITY**

1. Code of Conduct
   1. ensure that self and direct reports understand their responsibilities related to the code of conduct
   2. report actions that do not align with the code of conduct to CAO Clerk Treasurer
   3. comply with Code of Conduct
2. Training and development
   1. provide training plan/requests for self and direct reports to the budget process
   2. action training plans approved in the budget process
3. Document control
   1. Collect and store documents in accordance with the policy
4. Policies and procedures
   1. ensure that self and direct reports understand their responsibilities related to existing policy.
   2. report actions that do not align with policy to CAO Clerk Treasurer.
   3. collaborate with the Office Administrator to develop and share new policy and procedures.
5. Communication plan
   1. participate in staff meetings
   2. provide direct reports with necessary information
   3. contribute to the development of annual task list
   4. provide information required for the development of policies and standard procedures
6. Strategic priorities
   1. understand the strategic priorities and the impact of the job responsibilities to support it
   2. advance the strategic priorities within the parameters of the role
7. Asset management
   1. Develop and implement of Asset Management Plan
8. Financial management
   1. submit departmental operating and capital budget estimates to the Deputy Treasurer
   2. manage departmental budgets once approved by council
   3. provide complete and accurate financial information to the Deputy Treasurer
9. Compensation
   1. ensure that public works employees are being compensated properly for their work in accordance with applicable policies
   2. submit complete and accurate timecards for each direct report to the Deputy Treasurer in accordance with the payroll policy
   3. submit a complete and accurate timecard to the CAO Clerk Treasurer in accordance with the payroll policy
10. Health and safety
    1. verification of public works employees compliance to health and safety policies
    2. ensure direct reports have safety training related to their role
    3. responsible to attend training
    4. accountable for completion of the required certification
    5. applying the information they obtain within the training
    6. compliance with all health and safety policies, protocols and practicalities
11. Performance appraisal and merit increments
    1. complete performance appraisals for public works employees annually and report recommendations to CAO Clerk Treasurer
12. Protection of personnel files.
    1. provide confidential personnel information received related to self and direct reports to CAO Clerk Treasurer in a timely manner
13. Hiring employees
    1. initiate and participate in the process of hiring as required within public works department with the CAO Clerk Treasurer
    2. provide the best recommendation for hire derived from the recruitment process
    3. provide the Office Administrator information to initiate the on-boarding process
14. Termination of employment
    1. notify the CAO Clerk Treasurer on anything breaching employment good standing related to direct reports with urgency

**RESPONSIBILITIES THAT LEAD TO THE ACCOUNTABILITY OUTCOME**

1. Foster and maintain a positive, supportive work environment among the Public Works Department and with administrative staff, that promotes teamwork and collaboration with other staff.
2. Lead the development and administration of road programs for the construction, maintenance and repair of the Townships roads, culverts, drainage, and other road works.
3. Supervise, organize, and motivate public works employees in the implementation of Programs. Schedule, evaluate and recommend discipline of staff in accordance with Township policies.
4. Maintain competency in the operation of all equipment, manage worker training and skill enhancement on equipment through a comprehensive education program.
5. Conduct regular inspections of public works and roads, equipment, and buildings, investigating problem areas, ensuring that employees are completing assignments according to standards and best practices including Minimum Road Standards.
6. Provide recommendations through written reports on related matters in the development of policies, procedures, standards, plans, and programs including hiring, discipline, and termination of employees.
7. Provide information to the Office Administrator to initiate content creation and distribution including important messages for the public related to public works and infrastructure.
8. Investigate and respond to resident complaints in a timely manner and maintain a positive public image, which includes management of service tracker entries.
9. At all times act in a professional and respectful manner that projects a positive image of the Township, its staff and Council.
10. Stay current with job-related certifications, technical innovations, best practices and training.
11. Perform general administration duties including reviewing time sheets, coding invoices, maintaining accurate files and reports.
12. Manages asset management plan and program for all Municipal infrastructure.
13. Liaise with upper tier authorities, consultants, engineers, suppliers and other parties as required.
14. Ensure compliance with relevant County, Provincial and Federal rules, bylaws, or legislation as it relates to all public works activities.
15. Provides a written report on public works operations to the CAO Clerk Treasurer that includes milestones, compliance, major repairs, and plan for next month as required.

1. Track equipment monthly mileage, engine hours, fuel consumption, service, and repairs.
2. Responsible for weekly safety talks with workers, monthly Health & Safety inspections, maintenance and upkeep of all safety equipment. Maintain a formal log on all Health and Safety events or issues.

1. Attend Council, Committee Meetings, and site meetings as required.
2. Responsible for water sampling, transfer station ECA’s, hazardous waste generator programs.
3. Acts as the Drainage Superintendent for the Township (this is a Council appointment).
4. Performs all other duties, assignments, and tasks as directed by the CAO.
5. Administers and manages civic address and entrance permit programs.

**FINANCIAL RESPONSIBILITIES**

1. Participate in the preparation of the annual capital and operating budgets, presenting proposals as required and operating the department within the approved budget.
2. Manage aspects of budget associated with the duties of the position provide financial requirements to Deputy Treasurer as outlined in financial policies.
3. Implement and monitor annual budget associated with duties, helping to ensure that expenditures are within assigned authority and approved limits.

**EMERGENCY MANAGEMENT**

1. Participates as a member of the Municipal Emergency Management Group (MECG) and Municipal Emergency Control Group (MECG) as assigned.
2. Assists with annual updates of the Municipal Emergency Response Plan and in coordinating related training including the annual TableTop Training Exercise.

**QUALIFICATIONS:**

1. CET Certification would be an asset for the position
2. Association of Ontario Roads Supervisors (AORS) Certified Road Supervisors certification, an asset or willingness to obtain.
3. Advanced understanding of Asset Management principles and technologies
4. Minimum Grade 12 Diploma with post-secondary in a related discipline preferred
5. Formal training in road construction and maintenance
6. A minimum of five years’ experience in road construction, maintenance and equipment operations
7. Demonstrated experience supervising a team
8. DZ (minimum) driver’s license with clean abstract
9. Computer competency required, including MS Office Programs,
10. Municipal Computer software, and use of computer equipment for vehicle operation is required
11. First Aid and CPR
12. Transportation of Dangerous Goods
13. Propane Handling Certificate
14. Competency in legislated requirements of the Drainage Act