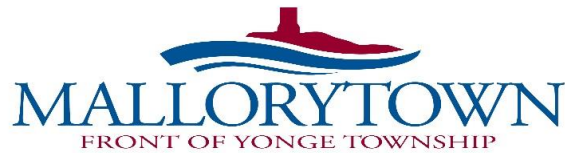


Job Description
Director of Public Works



DIRECTOR OF PUBLIC WORKS

JOB TITLE: Director of Public Works

DEPARTMENT: Public Works

DIRECTLY RESPONSIBLE TO: Council and/or CAO

MAIN PURPOSE:

To be responsible for the development, recommendations and administration of the departmental policies and procedures.

To Administer the delivery of the following services: road and bridge maintenance and construction, waste disposal site operations, recreation and other like activities in compliance with all municipal, Provincial and Federal Acts and regulations affecting public works.

To manage the daily operations of the Public Works department, interacting with staff, elected officials and the community at large.

To provide advice and technical guidance to the Clerk and Council regarding roads, waste disposal, parks and other like activities.

KEY RESPONSIBILITIES:

1. To develop long term development plans for the Township, including overseeing asset management collection and mapping requirements for the Department.
2. To manage all aspects of the Public Works department including roads, bridges, culverts, parks, waste management, facilities management and other like duties.
3. Prepares and submits reports to Council and committees in accordance with the manner and form prescribed.
4. Ensures coordination of departmental functions.
5. Prepares and maintains department budget including the department's long and short term goals, objective and plans. Ensures accurate administration and monitoring of

Job Description
Director of Public Works
related expenditures.

KEY RESPONSIBILITIES CONTINUED:

6. Prepares tender documents for any capital purchases or projects, as approved under the annual budget.
7. Responsible for the development and implementation of waste management programs, ensuring compliance with the *Environmental Protection Act*.
8. Prepare and maintain a complete inventory and maintenance schedule for Township equipment.
9. Adhere to Provincial and Federal legislation and regulations, where applicable.
10. Ensures that the Public Works Department employees adhere to the *Occupational Health and Safety Act* and the Township's Health and Safety policy.
11. Respond to inquiries and complaints.
12. Coordinates Public Works department staff training and development.
13. To attend Council and committee meetings as required.
14. Coordinate, oversee and manage work of external contractors.
15. Coordinate the inspection of roadways for proper signage, guardrails and drainage and finds solutions to deficiencies.
16. Ensures the Waste Disposal Site contractors/employees are in compliance with the township's requirements.
17. Ensures the operations of the Waste Site conform with the provisions of the Ministry of the Environment Certificate of Approval.
18. Oversees and coordinates the maintenance and repairs of all Township owned property and buildings.
19. To discharge other duties and responsibilities as may be assigned by Council from time to time.
20. Qualified and licensed to operate Township equipment (i.e. backhoe, snowplow, grader etc.).

Job Description
Director of Public Works

KEY RESPONSIBILITIES CONTINUED:

21. Valid Class D license with Z endorsement.

WORKING RELATIONSHIPS:

Internal: Department Heads, Staff, Recreation Committee and Members of Council

External: Public, Provincial Ministry Officials/Representatives, other Municipal organizations, suppliers of service and equipment, utility companies.

WORKING CONDITIONS:

- Strict adherence to Township confidentiality policies and procedures
- Both inside and outside work in all seasons
- Possible exposure to hazardous materials
- Based on a forty (40) hour work week
- Required to attend at least two (2) Council and/or Committee meetings per month, as part of salary
- Overtime and travel as necessary
- Required to carry a cellular telephone, provided by the Township, for after-hours availability.

MINIMUM QUALIFICATIONS

- 5-7 years municipal managerial experience
- Certified Road Supervisor (CRS-S) designation an asset
- Civil Engineering Technologist designation an asset
- Strong leadership, supervisory, administration and communication skills
- Demonstrated supervisory knowledge of safety standards and best practices including the occupation Health and Safety Act and other applicable legislation.
- Familiarity with related municipal legislation and other relevant provincial statutes.
- Familiar with the process of contract administration, tendering, budgeting and financial monitoring.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.