

**JOB TITLE:** Public Works Superintendent

**CLASSIFICATION:** Full-time, Management

**DEPARTMENT:** Public Works

**SALARY RANGE:** \$75,000 - \$90,000  
(under review)

**REPORTS TO:** Clerk-Administrator

### **POSITION SUMMARY**

The Public Works Superintendent (PWS) is responsible to provide operational management and strategic leadership for Public Works Department (PWD) programs within the Municipality of Magnetawan, including roads maintenance, capital and fleet management, and waste management. The incumbent shall comply with all Municipal, Provincial, and Federal legislation standards and directives. The PWS will focus on the generation and implementation of strategies for improved efficiencies and service delivery. The PWS is a member of the Senior Management Team and will be accountable to the Clerk-Administrator (C-A) for planning, coordinating and administering the department operations in accordance with the goals, objectives, policies and plans approved by Council.

### **DUTIES & RESPONSIBILITIES**

#### **PLANNING – OPERATIONS AND FINANCE**

- Generate and implement strategies for improved efficiencies and service delivery in the PWD
- Assist in the development, implementation, and administration of corporate short and long term capital and asset management plans, policies, objectives, and strategies through liaison with the C-A and Senior Management, for approval by Council
- Prepare the PWD annual operating and capital budgets, in collaboration with Senior Management, for submission to Council
- Draft and manage annual tenders, quotes, requests for proposals, contracts etc., relating to the PWD and make recommendation to Council for approval
- Manage equipment maintenance schedules, inventories, and operational effectiveness
- Manage and update Ontario Stewardship and Ministry of Environment, Conservation and Parks (MECP) requirements and initiate relationships with other organizations to ensure optimized landfill operation and maximum waste and recycling diversion from the landfill sites

#### **MANAGEMENT**

- Manage approximately 10 full-time, part-time, seasonal & summer student PWD employees as required, including establishing work plans and supervising the day-to-day work of employees
- Recommend and execute the hiring, documentation, disciplining, performance evaluation and termination of employees as required under municipal policy and CUPE collective agreement

- Following guidelines under the Ontario Occupational Health and Safety Act to protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending courses as required
- Determine and implement employee training and development requirements
- Meet regularly with employees to ensure that they are informed of pertinent matters relating to their departments as well as discussing schedules, issues and other matters requiring attention
- Monitor budgets and code invoices and timesheets for payment approval

## **COMMUNICATION AND COLLABORATION**

- Prepare and present reports to the C-A and Council including, but not limited to: operational costs, financial projections, schedules for long and short term capital works projects, waste management reporting, and staffing.
- Communicate with federal, provincial, and municipal governments, agencies, boards, and commissions, professional organizations, and the public as required.
- Respond to inquiries from the public and other sources which require the attention of the PWS.
- Contribute to ongoing corporate-wide improvement through participation on the Senior Management Team
- Attend local area Roads Supervisors meetings and report back to the C-A and Council
- Participate as a member of the Emergency Control Group

## **GENERAL**

- Provide advice, expertise, and leadership to the Municipality of Magnetawan with respect to all operations within the PWD
- Interpret regulations, rules, legislation, contractual agreements, policies, and guidelines relating to PWD and related municipal operations
- Maintain and advance qualifications and knowledge through professional development opportunities
- Carry out other duties as may be assigned by the C-A

## **SUPERVISION REQUIREMENTS**

The Public Works Superintendent is responsible for the supervision of all full-time, part-time, casual, summer and contract employees that fall within the PWD. The PWS is required to supervise any contractors, or consultants that are used to execute work in the roads or landfill divisions.

## **CREDENTIALS/EXPERIENCE REQUIRED**

- Experience in public works management, ideally in a municipal setting
- Post-secondary diploma in a related field considered an asset
- Certified Road Supervisor (CRS) and/or equivalent designation, Certified Civil Technician (C.Tech), and Community College Diploma in Civil Engineering will be considered assets
- Ability to interpret plans and blueprints and to estimate and calculate quantities for public works projects
- Demonstrated proficiency in report writing and other administrative functions using Microsoft Office Suite and related software

- A solid working knowledge of rural municipal road maintenance and construction (summer and winter), drainage, and waste management
- Thorough knowledge of applicable provincial, federal and municipal legislation including MTO, MNRF, MECP, etc.
- Certification(s) as required within the Ontario Occupational Health and Safety act, administer WHMIS programs, policies and procedures, training, documentation and reporting
- A Police criminal check is required and updated as required by municipal policy
- Experience and understanding of MECP requirements for landfill reporting, consulting, operations as well as Ontario Stewardship divisions and waste diversion methods is considered an asset.
- The ability to effectively manage and prioritize inquiries, requests and tasks
- Exceptional decision-making and problem solving skills, using both common and innovative approaches
- Strong customer relation skills and experience working with a broad range of community groups, organizations, and the general public
- Effective interpersonal, oral and written communication, time management, report writing and information technology skills.
- Knowledge/training in Community Emergency Management planning would be considered an asset

### **PHYSICAL DEMANDS AND WORKING CONIDITIONS**

- Daily duties will involve site visits, tours and inspections of Public Works assets and work
- Road patrolling as required under Minimum Maintenance Standards
- Required to work a varied 40 hour work week, sometimes in adverse weather conditions
- Additional hours may be required from time to time
- Responding to Municipal emergency conditions
- During the winter season, monitoring up to date weather conditions on a 24/7 basis and calling out employees and contractors for winter road maintenance
- Must be in good physical health, and capable of performing all work, including occasional lifting, pushing and pulling heavy objects, and working with various chemicals, etc.
- Work in all types of weather, times, and environmental conditions
- Required to operate or drive vehicles for extended periods of time (e.g., conducting road patrol).
- Required to be on-call year-round with response time of 15-30 mins from notification
- Frequent periods of mental and visual concentration, as well as managing frequent disruptions