

JOB TITLE: Public Works Superintendent

CLASSIFICATION: Full-time, Management

DEPARTMENT: Public Works

SALARY RANGE: \$90,000 - \$110,000

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 Town of Kearney, including roads maintenance, capital and fleet management; and waste management and landfill sites. 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 shall 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

1. Generate and implement strategies for improved efficiencies and service delivery in the PWD
2. 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
3. Prepare the PWD annual operating and capital budgets, in collaboration with Senior Management, for submission to Council
4. Draft and manage annual tenders, quotes, requests for proposals, contracts etc., relating to the PWD and make recommendation to Council for approval
5. Manage equipment maintenance schedules, inventories, and operational effectiveness
6. Manage and update Ontario Stewardship and Ministry of Environment, Conservation and Parks requirements and initiate relationships with other organizations to ensure optimized landfill operation and maximum waste and recycling diversion from the landfill sites
7. Monitor budgets and code invoices and timesheets for payment approval

MANAGEMENT

8. Manage full-time, part-time, seasonal & summer student PWD employees as required, including establishing work plans and supervising the day-to-day work of employees
9. Recommend and execute the hiring, documentation, disciplining, performance evaluation and termination of employees as required under municipal policy and CUPE collective agreement
10. 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
11. Determine and implement employee training and development requirements

12. 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

COMMUNICATION AND COLLABORATION

13. 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 future requirements for staffing.
14. Communicate with federal, provincial and municipal governments, agencies, boards and commissions, professional organizations, and the public as required.
15. Respond to inquiries from the public and other sources which require the attention of the PWS.
16. Contribute to ongoing corporate-wide improvement through participation on the Senior Management Team
17. Attend local area Roads Supervisors meetings and report back to the C-A and Council
18. Participate as a member of the Emergency Control Group

GENERAL

19. Provide advice, expertise, and leadership to the Town of Kearney with respect to all operations within the PWD
20. Interpret regulations, rules, legislation, contractual agreements, policies, and guidelines relating to PWD and related municipal operations
21. 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 transfer station divisions. May be required to assist with supervision of other unionized employees from time to time.

CREDENTIALS/EXPERIENCE REQUIRED

1. Successful candidate must hold an OSSD, with a post-secondary diploma in a related field considered an asset
2. A minimum of five (5) years management experience in Municipal roads management in all areas and minimum of seven (7) years public works experience
3. Certified Road Supervisor (CRS) and/or equivalent designation, Certified Civil Technician (C.Tech), and Community College Diploma in Civil Engineering will be considered assets
4. Minimum requirement DZ License, AZ license would be an asset
5. Ability to interpret plans and blueprints and to estimate and calculate quantities
6. A solid working knowledge of rural municipal roads (summer and winter), drainage, and waste management
7. Thorough knowledge of applicable provincial, federal and municipal legislation including MTO, MNRF, MECF, etc.

8. Demonstrated proficiency in report writing and other administrative functions using Microsoft Office Suite
9. Certification(s) as required within the Ontario Occupational Health and Safety
10. Responsible for all health and safety programs, policies and procedures, training, documentation and reporting within department
11. Required to submit a clean police record check upon hire and maintain same.
12. Knowledge/training in Community Emergency Management planning would be considered an asset
13. Experience and understanding of MOE requirements for landfill reporting, consulting, operations as well as Ontario Stewardship divisions and waste diversion methods is considered an asset.
14. The ability to effectively manage and prioritize inquiries, requests and tasks
15. Exceptional decision-making and problem solving skills, using both common and innovative approaches
16. Strong customer relation skills and experience working with a broad range of community groups, organizations, and the general public
17. Effective interpersonal, oral and written communication, time management, report writing and information technology skills.

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 37.5 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

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I ENTER INTO AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECT.

Employee Print Name

Date

Employee Signature