



## THE CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS

<b>Job Title:</b>	Director of Public Works
<b>Department:</b>	Administration
<b>Location:</b>	Smooth Rock Falls
<b>Immediate Supervisor:</b>	Chief Administrative Officer
<b>Salary:</b>	<b>as per salary grid, based on a 35 hour per week</b>
<b>Hours of Work:</b>	8:30am to 4:00pm Monday to Friday (Evenings and weekends as required)

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### **Job Summary:**

Reporting to the Chief Administrative Officer, the Director of Public Works is responsible for the general administration and supervision of the Department which includes responsibility for the Town's parks, streets, rural roads and highways, water and sewer operations, landfill operations, civil works construction and cemetery maintenance and landscaping. He/she also oversees the engineering design of municipal services and projects, and manages the inspection of new subdivision servicing works.

The Director of Public Works will provide expert professional assistance to the Town in areas of expertise, including engineering, municipal water, wastewater operations, road maintenance and waste management operations. Other responsibilities will include policy development, program planning, fiscal management, administration, and operational direction of the Town's Public Works, Water Treatment / Distribution and Wastewater Treatment / Collection systems.

### **Minimum Qualifications:**

1. Possess an Ontario Secondary School Diploma (OSSD –Grade 12).
2. 3 years of relevant post-secondary education
3. Civil Engineering Technologist (C.E.T.) or Professional Engineer designation is an asset.
4. Certification or eligibility for certification at the technologist level with OACETT is an asset.
5. Willing to obtain the necessary certificates to act as Overall Responsible Operator for the Municipal Water Treatment System.
6. Previous management experience in a public works and utilities environment, preferably 5 years managerial and supervisory experience in a municipal setting or private sector.
7. Possess, or willing to obtain, a Standard First Aid certificate and a CPR level HCP (for Health Care Providers).
8. Possess, or willing to obtain, Health and Safety Training for managers.
9. Possession and maintenance of a valid unrestricted Ontario Class "G" Driver's License. "D-Z" license will be considered an asset.

10. Must obtain and maintain a satisfactory CPIC (Criminal Record Check), at candidates own expense.
11. Must maintain physical fitness to be able to execute the various tasks of the position.
12. Legally entitled to work for any employer in Canada.
13. Bilingual in both French and English is an asset.

The municipality encourages continued learning and can and will offer related training when available.

**Skills and Abilities:**

1. Demonstrated leadership skills with the ability to make effective decisions in stressful situations;
2. Strong personal initiative with strong organizational skills;
3. Strong and effective problem solving and conflict resolution skills;
4. Strong communication skills;
5. Proficiency in project management, presentation and report writing skills, ability to research, analyze, interpret, compile, and evaluate issues and recommend appropriate action.
6. Ability to manage multiple projects simultaneously;
7. Proficient in the use of computer applications including Windows and Microsoft Office environment utilizing word-processing, spreadsheet, presentation, website & database software i.e. CAD, GIS and mapping applications and the Internet;
8. Flexible / adaptable with the ability to work outside regular business hours;
9. Strong interpersonal and public relation skills with ability to deal effectively and courteously with staff, management, elected officials, intergovernmental agencies, the general public, contractors and professionals with the ability to maintain confidentiality;
10. Excellent understanding of municipal government process as well as the ability to interpret policies, regulations and legislation including an excellent knowledge of legislations related to the field of work required;
11. Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop and implement new strategies and procedures;
12. Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning;
13. Ability to work independently and as part of a team environment and to establish and maintain effective working relationships with Town Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.
14. Strong understanding of the principles and practices of public administration, including budgeting, asset management, purchasing and the maintenance of public records, organization and functions of an elected Town Council, the Town's personnel rules and policies;
15. Theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions;
16. Strong working knowledge of all applicable federal, provincial and local laws, codes and regulations governing the administration of public works and public utilities functions and activities;

17. Ability to interpret and apply relevant legislation, regulations, policies, codes and municipal by-laws pertaining to the department's operations (i.e. Occupational Health and Safety Act, Environmental Protection Act, etc.).
18. Strong working knowledge of the principles and practices of management.
19. Ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities;
20. Ability to analyze complex engineering and maintenance issues and problems
21. Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
22. Ability to present proposals and recommendations clearly and logically in departmental and public meetings;
23. Ability to evaluate management practices and adopt effective courses of action;
24. Must exercise sound, expert independent judgment within general policy guidelines;
25. Good knowledge and understanding of principles and practices of municipal works administration including personnel training, supervision, discipline, and performance evaluation in a unionized environment.
26. Demonstrated experience with municipal infrastructure requirements including highways, streets and rural roads, drainage infrastructure, sidewalks, waste management, fleet operation and maintenance, water treatment and distribution, wastewater treatment and collection, cemetery and parks maintenance.
27. Must possess highly effective interpersonal, communication, organizational, leadership, motivational, team building and conflict resolution skills.
28. Exhibits a high standard of initiative, self-direction and self-discipline, and demonstrates a commitment to personal professional development.
29. Resourceful, business oriented individual willing to market the Town as a great place to do business
30. Results driven with strong work ethics
31. Hands on leadership which encourages Team Building
32. Ability to prioritize work and manage multiple multi layered projects.

**Working Conditions:**

1. Position has an immediate exposure to the public & other emergency personnel.
2. On occasion could have exposure to physical hazards, including fire and smoke and chemicals.
3. Exposure to inclement weather conditions including rain, heat, snow, ice and water, electrical shock, heights.
4. May include extended periods of desk and computer work and walking for extended periods of time.
5. Mental concentration is required in the details of the information being handled.
6. Moderate degrees of stress such as dealing with unpleasant circumstances, irate people, meeting deadlines, regular interruptions and situations affecting health and safety.
7. Lifting of materials occasionally is comparable to the weight and size of a box of photocopy paper.
8. Generally works a regular 35 hour business week, 8:30 am to 4:00 pm Monday to Friday with one half hour (30 min) unpaid lunch break. Evening and weekend hours as required for events or meetings, law enforcement and emergency related events.

9. May be required to travel or to work flexible hours which may constitute hours greater than a regular work week.
10. Frequent contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the municipality. This requires appropriate tact in order to obtain co-operation and approval of action.
11. Required to attend evening meetings.
12. Working conditions contain moderate risks which require planned safety precautions for limited periods of time.\
13. Use of Personal Protection Equipment may be required (i.e. hard-hat, safety boots, etc.)
14. May be exposed to hazards associated with the construction industry.

**General Duties and Responsibilities:**

- Lead the planning and organizing, of work for the Public Works Department while creating a culture of teamwork and Health and Safety in the work environment.
- Assists in developing, implementing and monitoring of long-term plans, goals and objectives focused on achieving the Town's mission and Council priorities;
- Identify the department's strengths, weaknesses and opportunities to recognize the areas of improvement where efficiencies can be found creating a business minded culture without compromising the high quality of service expected from a government body.
- Assists in managing and directing the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Establishes performance requirements and personal development targets;
- Regularly monitors performance and provides coaching for performance improvement and development.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance, operation and repair of the Town's public works, water and wastewater system infrastructure.
- Assist in coordinating, reviewing and approving the work of the Town's contract, Town Engineers and a wide variety of independent service providers, public works maintenance and construction contractors, public utilities maintenance and construction contractors and others.
- Monitors developments related to public works and utilities matters, evaluates their impact on Town operations, and implements policy and procedure improvements.
- Represents the Town in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and public utilities.
- Assists in developing specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects;
- Participates in recommending contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Assists in developing policies, procedures and programs for roads, sewage works, water-works, streetlights, drainage and waste management.
- Ensures conformance to M.T.O., M.O.E. and M.O.L. policies and regulations.
- Assists in preparation of departmental budget. Monitors, once approved, working co-dependently with the CAO and the Treasury Department.

- Monitors performance against the annual department budget;
- Assists in determining the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing & implementation requirements are fulfilled.
- Participates in reviews and approvals of engineering drawings for all department construction works.
- Participates in reviews and approvals of engineering drawings for subdivision developments and ensures compliance.
- Responsible for subdivision site inspections.
- Attends Council meetings and Department Head meetings.
- Reviews & advises on development plans & permits for work in Town rights-of-way.
- Direct and participate in the preparation of funding applications to various government programs.
- Participate in the development and implementation of policies, goals, objectives, standards and priorities for the department.
- Plan, direct, coordinate, organize, supervise and evaluate departmental operations, including personnel administration.
- Guide, motivate and maintain high morale, as well as assign, supervise, train, discipline and evaluate staff.
- Direct and participate in the preparation of a variety of technical and departmental activity reports and records.
- Build and maintain positive working relationships with co-workers, other town employees, and the general public.
- Provide administrative and/or technical guidance to Council, CAO, Clerk, and Special Purpose Committees.
- Oversee contract agreements for: engineering services, including some contract management, major infrastructure repairs and upgrades, new construction, and solid waste treatment.
- Completes and/or directs the preparation of minor engineering designs for road/street repairs, sidewalks, water main, sanitary and storm sewer repairs, parking facilities, and other related municipal projects.
- Oversees the operations and maintenance of the cemetery.
- Fleet management and maintenance.
- Hours of work necessary to accomplish the Director's responsibilities are often longer than normal office hours and will include some evenings and weekends as required for proper management of the department.
- Annually prepare a business plan that strategically positions the department in a favorable position.
- Ensure optimal utilization of assets, including staff, equipment and the landfill site.
- Oversee all activities related to estimating, planning, scheduling, equipment and labor requirements and material determination including ensuring the receipt of accurate bids for all works related projects.
- Negotiate contracts and act as liaison with business owners, engineers, etc.

*Municipal work is varied in nature, the above description reflects the general duties necessary to describe the principal functions of the position identified and shall not be construed to be all of the work requirements that may be inherent in this position which may require the employee to perform additional duties from time to time as required.*