

TOWNSHIP OF LANARK HIGHLANDS

POSITION DESCRIPTION

SCHEDULE "A"

Position Description: Superintendent of Public Works

Directly Reports To: Clerk/Administrator

Indirectly Responsible To: Council

**The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.*

POSITION SUMMARY

Manages the human, material and financial resources of the Public Works Department, Waste Management and building maintenance.

KEY ACTIVITIES

Public Works

1. Manages the Human, material and financial resources for the Public Works Department including the maintenance of assigned Township buildings.
2. Develops implements and controls long-term operational plans, including an annual and a three- to five-year projection budget relating to capital and operating expenses for approval by Council.
3. Develops implements and manages an annual roads program, including all human, material, financial and equipment resources requirements.
4. Provides technical expertise during the design and construction process of major and minor capital projects.
5. Assists in the Asset Management for Public Works and Waste Management.
6. Provides leadership and direction to staff including the hiring of staff, assigning work,

providing direction, motivating and persuading staff to work cooperatively to achieve maximum productivity, determining the training and development needs of staff, assessing performance, providing regular feedback on performance, completing performance appraisals, recommending salary increases, approving leaves, approving overtime, resolving employee problems and disputes, disciplining and recommending termination as required.

7. Approves equipment maintenance schedules and develops equipment replacement schedules, together with an inventory control system.
8. Analyzes and advises the Clerk/Administrator and Council on a variety of matters relating to the Department including status of projects, fiscal requirements and limitations, due diligence with respect to public safety matters and organizational and staffing issues.
9. Administers municipal and Department-specific contracts.
10. Acts as point of contact for the public on all administrative matters related to the Department. Resolves public complaints, promotes good will and makes presentations to community groups.
11. Prepares correspondence and regular and special reports.
12. Undertakes special projects and performs other duties as directed by the Clerk/Administrator and/or Council.
13. Conducts monthly road patrols of all Township roads to prepare work plans for the Public Works employee, address high concern areas and ensure that the maintenance and repair requirements are being met.

Waste Management

14. Supervises waste management administration and activities such as solid waste collection, blue box recycling and solid waste disposal site operation, household hazardous waste and other waste management programs.
15. Supervises waste management staff.
16. Liaises with and coordinates compliance activities and with environmental consultants and the Ministry of the Environment.
17. Provides environmental and operational technical assistance in landfill operations.
18. Represents Lanark Highlands Township in waste management activities with our municipal waste partners in developing and administering the joint municipal contracts.

General

- Lead auditor on the water testing program.
- Assists with maintaining the Township's infrastructure program and mapping, including GIS.
- Maintains all engineering equipment (surveying, plotter, GPS etc.).
- Approves all Bell Telephone, Hydro One and Cable location before township digs.
- Researches topics and prepares reports to Committee and other staff.
- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the operational policies of the Township of Lanark Highlands.
- Monitors performance of various departmental contracted services to ensure work in is completed as outlined in the respective contract.
- Assists in the preparation of contract documents, tenders and standards and acts as a project manager with firms providing these services to the Township.
- Assists in the preparation of annual budgets.
- Responds to inquiries in a timely and suitable manner.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant training programs provided. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Performs other duties as directed by the Clerk/Administrator and/or Council
- Attends meetings and prepares material for presentation when requested.
- Investigates complaints reported by residents, identifies deficiencies and responds to residents.

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.

FACTOR DESCRIPTION

1. Knowledge - Education

- College Diploma in Civil Engineering or similar education and experience. A Civil Engineering Technologist designation would be considered an asset.
- Certified member of OACETT preferred.
- Completion of courses and certifications sufficient to maintain expertise and knowledge of the most recent developments in municipal roads and public works issues.
- Training in and knowledge of various statutes such as the Occupational Health and Safety Act and Highway Traffic Act and Ministry of Transportation Requirements.

- In depth knowledge of regulations, policies and guidelines as they relate to Municipal operations and infrastructure.
- Working knowledge of computerized applications which assist engineering and public works operations.
- Must possess a valid Driver's License (Class G), possession of Class DZ or AZ is considered an asset.

2. Experience/Skills

- Minimum of three (3) years field related experience and administrative experience.
- Surveying and inspection experience.
- Experience with civil construction, tendering and contract administration.
- Proven planning and organizational skills.

3. Complexity/Problem Solving

Analyze the specific requirements of the Township, assesses budget constraints, considers normal operating practices related to roads and public works operations and develops and maintains a Public works program for both short and long term effectiveness.

Assesses the capabilities of staff and the demands of ongoing work and specific projects when determining work assignments and when resolving work related problems.

Recommends changes to Township policies relating to the Public Works Department operations and develop new policies required taking into account such factors as the overall direction provided by Council, legislation and regulation requirements, changes in legislation, health and safety issues and technological developments. In consultation with the Clerk/Administrator, these policies must then be presented and explained to Council in such a way as to inform them fully of the implications of their decision and to gain their approval.

4. Mental Effort

The work is primarily management and supervisory and therefore requires continuous periods of long duration of mental effort to prepare operational plans, budgets, work plans and forecasts, as well as to conduct research into costs, equipment and supplies, plan special projects, plan and organize training activities, prepare and present reports for Council meetings, attend Council and committee meetings, deal with employee related demands and problems and address public concerns and complaints.

5. Physical Effort

The work involves sitting for long periods while researching and preparing plans and reports, conducting telephone conversations and meetings and driving a light vehicle.

Supervisory work requires physical effort in excess of two hours to drive a light vehicle to sites and to walk around, stand, climb and stoop as required to inspect work sites and discuss matters with operational staff.

6. Impact of Decisions

The incumbent has overall responsibility for operational decisions within the Public Works Department, including long- and short-term budget projection and control, the development of operational plans, the selection, direction and management of staff, the identification, purchase and maintenance of equipment, discipline, performance and all matters relating to the Department. The services provided by the Department are a critical component of the Townships operation and impact on all residents including the health and safety of residents, visitors and businesses using Township roads and buildings.

Decisions with respect to work assignments and operating procedures can affect the health and safety of all residents and impacts on the safety of the work environment for the Departments staff.

7. Financial Authority

Responsible for the development, implementation and management of the Public Works budget. Directly accountable for all activities and expenditures within the Department including the identification, purchase and maintenance of equipment.

8. Supervision

The incumbent has direct responsibility for the supervision of staff, including a responsibility to prepare and communicate work plans, set priorities and ensure that these are followed, explain the content of work descriptions, define and communicate performance expectations, conduct ongoing staff assessments, conduct yearly and special performance appraisals, identify training needs, and maintain records on attendance, work plans, problems and concerns, progress reports and other required data. The incumbent also has a responsibility to ensure that the Clerk/Administrator, and Council as required, is kept apprised of all staff performance and/or disciplinary problems and related staff issues.

9. Policies and Procedures

Develops and implements new and revised programs, policies and procedures for the Roads and Public Works Department, presents recommendations to the Clerk/Administrator and Council regarding new policies and major operational changes or new initiatives. Evaluates operational effectiveness of Departmental policies and programs and develops and recommends changes as required.

10. Contacts – Interpersonal Skills

The incumbent is responsible for overall Roads operations and is the main point of contact for all Roads-related issues, whether human, material or financial. The incumbent is required to come into contact with Council, Township staff, ratepayers, contractors, office staff, members of other organizations, members of the public and others. Develops cooperative working relationships with other municipal and provincial counterparts and officials.

The incumbent is likely to be the first line of complaint for issues which are not resolved at lower levels or which have escalated. These situations include, for example, inappropriate intervention by officials at a work site thereby causing confusion or raising employee anger, ratepayers who are upset about removal or damage of a culvert, ratepayers who are upset over road maintenance priorities, etc. Care must be taken to listen carefully, to empathize and pacify, while at the same time ensure that the job is completed, priorities are met and matters are resolved.

11. Work Environment

The major portion of the job is performed from a vehicle or within an office setting. However, there is frequent exposure to dirt, fumes, cold and poor weather conditions while on the job sites and extreme cold or heat when repairing equipment on road sides. There is also occasionally exposure to verbal abuse when dealing with public complaints. During winter sleep patterns may be disrupted and hours of work greatly extended.

12. Working Conditions and Pressures

Required to ensure that provisions are in place so that road maintenance schedules are met within budget and time constraints and winter road maintenance standards are met with the threat of liability for unsafe conditions caused by inadequate maintenance and the potential impact on the safety of staff and the public. Deals with the stress of handling complaints from the public and elected officials which may conflict with operational policies.

Deals with the challenge and pressure of supervising and motivating employees on a daily basis who are spread over the Township, addressing performance deficiencies, warning and disciplining as required

