

TOWNSHIP OF LANARK HIGHLANDS

Superintendent of Public Works

Statement of Qualifications

Education

- A three year community college diploma in Civil Engineering Technology or similar education and experience;
- Certified member of OACETT (*Ontario Association of Certified Engineering Technicians and Technologists*) preferred
- Completion of courses and certifications sufficient to maintain expertise and knowledge of the most recent developments in municipal roads and public works issues
- Additional training or courses in such statutes as the Occupational Health and Safety Act (OHSA), Highway Traffic Act and other relevant statutes, regulations and policies.
- Must possess a valid Class G driver's License; Class DZ or AZ would be considered asset qualifications.

Experience

- Minimum of three (3) years field and administration experience.
- Experience in road maintenance, construction and design, preferably in a rural environment
- Surveying and inspection experience
- Experience with civil construction, tendering and contract administration;
- Experience with Microsoft Suites
- Supervisory experience.

Knowledge

- Extensive knowledge of the various statutes such as OHSA, Highway Traffic Act, regulations and policies pertaining to public works and waste management.
- Knowledge of methods and systems pertaining to the management of human, material and financial resources;
- Strong knowledge of procurement methods,
- Knowledge of planning tools and techniques, including asset management planning.
- Knowledge of the challenges and issues affecting the management of public works and waste management in a rural context.

- Knowledge of GPS systems and how they are used.
- PSAB/Asset Management

Skills and Abilities

- Ability to manage human, financial and material and equipment of a public works department in a rural municipality and in particular demonstrate the skills required to develop and manage the public works and waste management budget.
- Strong analytical and problem-solving skills, including an ability to assess Township roads and waste management needs and requirements and make appropriate recommendations to resolve Township issues.
- Strong communications skills (written, verbal and interpersonal) including report writing and in dealing effectively with members of the public.
- Strong procurement management skills.
- Ability to provide advice and information to senior municipal officials as the Clerk Administrator, the Mayor and Council.
- Ability to develop departmental plans, policies, work scheduling, budgets, asset management plans, and work plans.
- Ability to develop and maintain a working environment which promotes teamwork.

Personal Suitability

- Judgment
- Initiative
- Interpersonal relations
- Communications
- Team building

Asset Qualifications

- Class DZ or AZ valid Ontario Driver's License
- Five (5) years or more field and administration experience.
- Professional Engineering License with a Canadian Engineering Association