

SCHEDULE “A” TO BY-LAW 25-2021

Wollaston Township

Job Description

POSITION TITLE: Public Works Superintendent

DEPARTMENT: Public Works

REPORTS TO: Clerk Administrator

POSITION SUMMARY

Reporting to the Clerk Administrator, the Public Works Superintendent is responsible for overseeing all aspects of road and infrastructure maintenance to ensure safe travel for the public. This position supervises the work of road maintenance staff and contractors, and oversees Parks and Landfill. The incumbent must be able to safely operate standard road maintenance equipment such as snow ploughs, sweepers, graders, backhoes and spreaders.

RESPONSIBILITIES

Department Management:

- Direct the operation of the Public Works Department, ensuring a high level of professionalism and safety awareness from staff.
- Oversee Parks and Landfill.
- Schedule the Lead Hand and Equipment Operators, ensuring staffing requirements are met on evenings and weekends as needed.
- Establish appropriate administrative practices and controls to ensure all engineering and consultant reports, municipal plans and related files, investigations, inspections, reports, etc. are relevant, properly maintained, compliant and available upon request to the proper authorities.
- Liaise with other organizations and governmental agencies on matters related to road issues.
- Provide leadership to the department and to the Township on all matters related to the public roads infrastructure in order to maximize awareness, effort and efficiency.
- Participate in the recruitment, selection and orientation of staff, appointing Lead Hands and other positions within the department.
- Establish and monitor performance factors and targets for department personnel to ensure operational effectiveness.
- Determine budget requirements for personnel, vehicles, equipment and related materials; present budget requirements to Council, advocating for priorities and essential expenditures, developing monitoring practices to provide appropriate controls to ensure department stays on budget. • Direct the exploration of cost-effective options and measures that will add value to the services provided by the department.
- Initiate and investigate opportunities for cost sharing, sponsorship and revenue generation.
- Ensure application of consistent operating practices and measures to eliminate error and control risk while department personnel are engaged in operations.

- Attend Council on a monthly (or as required) basis to provide information and to make recommendations with respect to departmental operations and needs.
- Attend various public meetings to report, receive input and make recommendations with respect to the specific projects or programs and services provided by the department.
- Participate in all aspects of the Occupational Health and Safety Act and maintain knowledge of municipal policies.
- Perform other related duties as required.

Road Work:

- Ensure plowing and sanding of Township roads when required under the Minimum Maintenance Standards.
- Plow and sand Township roads through the winter months.
- Haul various materials to job sites by tandem truck or pick-up truck.
- Assign workers to address any required repairs or obstruction removals (i.e. downed signs, road washouts, trees, traffic signal repair needs, etc.).
- Check both road and culvert grades for quality standards. Assign roads staff to make repairs as required.
- Provide information to roads staff regarding flow of equipment and trucks on job sites.
- Provide hands-on support to roads staff, as required.
- Perform other related duties as required.

Equipment Maintenance:

- Ensure that periodic checks of all roads equipment and machinery are conducted to maintain proper working order.
- Provide training to roads staff on how to check and perform light maintenance on equipment.
- Consult with mechanic when more extensive repairs are required.
- Perform other related duties as required.

WORKING RELATIONSHIPS

Internal:	Clerk Administrator	Lead Hand
	Equipment Operators	Parks and Landfill
	External: General Public	Contractors

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Grade 12 Diploma or equivalent
- Certified Road Superintendent (CRS) 1 Classification, CRS S preferred
- Minimum five (5) years' work experience in progressively responsible roles in a municipal road department
- Minimum five (5) years senior level management experience in public works with exposure to road works
- Working knowledge of federal, provincial and municipal legislation and regulations pertaining to public works
- Experience with budget preparation, program management, analysis, evaluation and decision-making
- Basic computer skills in Microsoft Office

- Ability to lift up to 50 lbs
- Thorough knowledge of safety procedures, Occupational Health & Safety Act including construction regulations, department health and safety procedures and municipal Health & Safety policies
- General knowledge of electronics, hydraulics and mechanics
- Valid DZ license

SKILLS AND COMPETENCIES

- Ability to read and understand basic construction drawings
- Ability to perform and understand basic mathematical calculations
- Ability to attend to safety considerations
- Exceptional attention to detail
- Physical effort to push/pull or hold heavy equipment or materials
- Ability to work in a fast-paced environment with frequent interruption
- Ability to prioritize workload and meet deadlines
- Ability to work independently as well as in a team environment
- Strong time management and organizational ability
- Self-motivation
- Ability to manage stressful situations
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Leadership ability

WORKING CONDITIONS

Work activities take place outdoors with exposure to inclement weather, dirt, dust, noise, and vibration. Some shifts may take place on weekends and holidays. Occasional lifting and carrying of items weighing up to 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.