



# Town of Grand Valley Job Description

<b>Job Title:</b> Director of Public Works	<b>Reports To:</b> CAO/Clerk-Treasurer
<b>Supervises:</b> Lead Hand, Roads Employee, Summer Student	<b>Date Created:</b> May 2023
<b>Pay Grade:</b> Salary at Pay Band 13	<b>Hours of Work:</b> 40 hours per week

## RESPONSIBILITIES

Municipal Roads Infrastructure Management; Stormwater Infrastructure Management; Water and Wastewater Program Coordination

### Overall Management

- Provide overall leadership and supervision of direct reports which includes work planning, scheduling, distribution and follow-up; staff mentoring/coaching and monitoring of working conditions; human resources administration (recruitment/de-hiring, performance reviews).
- Prepare the Public Works Department's annual business plan and budget (operating, capital), asset management process and long-term capital works plans for roads, stormwater, bridges, in consultation with the Treasurer and participate in the review and approval of the budgeting process with Council.
- Monitor the Department's overall performance (transportation, water/wastewater, GIS, recreation services) against the business plan and budget; prepare and submit periodic performance reports with initiation of corrective action as necessary.
- Review, approve and implement new/revised policies for the Department.
- Participate as a member of the Corporation's Senior Management Team; act as a project leader (when assigned) on corporate-wide improvement projects.
- Participate as a member of the Corporation's Emergency Management Program Committee in a designated role through the Emergency Control Group.
- Maintain an effective preventative maintenance programs for all assets within department.
- Oversee the project management of municipal construction projects approved in the Municipality's long-term capital plan including administration of the public tender process and awarded contracts.
- Oversee GIS administration, water/wastewater service provider contracts and Ontario ONE Call Program.

### Budgets and Finances

- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Develop and monitor the sectional budget making recommendations regarding the operational budget, workloads, employee resources and capital purchase.
- Establish capital budget in consultation with the management team.
- Produce and analyze financial reports as required.

**Administration**

- Prepare and present reports to Council each month on matters within area of responsibility.
- Attend Council and occasional committee meetings to provide advice and information and respond to questions regarding roads issues.
- Develop, recommend and implement department policies and procedures within area of responsibility.
- Develop, recommend and implement a departmental budget, monitoring progress throughout the year and recommending or taking corrective action.
- In accordance with established procurement policies, coordinate the tendering process for equipment and services for area of responsibility and make recommendations to the Treasurer.
- Participate in a variety of internal and external meetings to communicate information and resolve problems.
- Prepare a variety of correspondence (verbal and written), reports for management and Council.
- Coordinate capital project planning for road project with consulting engineers.
- Comply and coordinate the preparation of a variety of monthly, quarterly and year end reports.

**Management**

- Develop, recommend to CAO and Council, and implement short- and long-term plans for the department.
- Develop, recommend, and implement programs, services and standards for roads, bridges and related infrastructure.
- Coordinate and present recommendations arising from departmental operations which require CAO and/or Council approval.
- Participate in a variety of internal and external meetings to communicate information and resolve problems.
- Manage the Town fleet including overseeing the vehicle and equipment planning and acquisition process for the existing fleet and future additions, preventative and regular maintenance programs, the work of outside contractors providing maintenance services and the disposal of surplus vehicles and equipment; ensure compliance with environmental legislation.
- Manage traffic control program and necessary devices, which include the installation and maintenance of devices such as signals, stop signs, roadway and information signs, warning signs, street name signs; oversee work of contractors; ensure the technical and safety standards and requirements of legislation are met.
- Represent the Town in legal issues and give evidence in matters related to the department.
- Monitors day-to-day work of the department staff and ensures work meets specifications.
- Research and implement energy management approaches.
- Interpret and implement Council decisions.
- Coordinate the review of and comment on subdivision and site plan submissions, as pertains to the department.
- Manage the provision of roads-related services to community groups and for community events.
- Oversee the operation and maintenance of Town's cemeteries.
- Oversee the water and wastewater contractors to ensure that all contractual and provincial obligations are met.

- Ensure the storm water operations meet all regulatory requirements.

### **People and Performance**

- Ensure the highest level of customer service to manage the delivery, operation and administration of all areas of responsibility including roads, maintenance, etc.
- Plan and organize staff assignments; review progress and direct changes as needed.
- Train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Actively mentor, provide development opportunities and build team performance.
- Encourage and support employee participation and commitment to departmental and organizational objectives.
- Actively maintain a positive workplace environment by communicating with staff; regular visits to municipal buildings, onsite at roads, etc.; support staff in performing their duties; and effectively address workplace challenges.
- Liaise with Council, staff, community stakeholders, adjoining communities and the general public as necessary to coordinate the sharing of information to ensure the effective delivery of services.
- Actively build and maintain positive, mutually beneficial relationships with the public, contractors, other departments and community user groups.

### **Other**

- Ensure compliance with Occupational Health and Safety Act, applicable legislation and departmental policies, procedures, practice and operational guidelines; perform safe work practices.
- Perform other position-related tasks as assigned by the CAO.

### **EDUCATION AND QUALIFICATIONS**

- Minimum 15 years' related experience, both in practical field work roles and in supervisory roles, within the fields of road construction, maintenance, heavy equipment operation, fleet maintenance, surveying, drafting and design experience.
- Minimum 5 years' related experience in municipal management and operations.
- Diploma in Civil Engineering with related professional designation is an asset.
- Possess a valid DZ Driver's License in good standing and a reliable vehicle to use on corporate business.
- Strong communication (written, oral and interpersonal), analytical, report writing, problem solving, presentation, public relations, strategic planning, organizational, project/time management, leadership and supervisory skills.

### **GENERAL REQUIREMENTS**

#### **Knowledge, Skills and Equipment**

- Thorough knowledge of transportation services principles and practices; applicable acts, regulations, standards and processes; roads, water, sewer infrastructure construction and maintenance; budget formulation; contract administration; provincial grant process; local government functions, responsibilities; health and safety; and employee relations principles and practices.
- Ability to manage stakeholders in a professional manner.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.

- Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

#### Personal Contacts

- Daily contacts with municipal staff and management and local service providers.
- Maintain relationships with contractors, community groups, representatives from the Ministry of Environment, Ministry of Transportation, Ministry of Labour and other regulatory agencies.
- Regular contact with the general public and ratepayers.

#### Working Conditions

- Physical demand requires standing, sitting and walking on construction sites and visual attention for health and safety compliance and personal safety on job sites. Physical dexterity required for walking, bending and minimal lifting as required.
- Working conditions vary between a standard office environment to conducting on-site work and inspections; exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse.
- During winter periods, and otherwise when needed, be available to operate equipment alongside staff to ensure the Town meets its service level standards.
- Normal hours of work are 7:00am to 3:30pm (40 hours per week) with some evenings and/or weekend attendance required to attend Council, Committee and other meetings or community events.
- Mandatory availability for 'on call' response which requires carrying a cell phone (24/7 operation) as scheduled and responding to after hours call-in involved with the road system on a rotating, shared basis; when available, respond to emergencies that arise requiring oversight; available for overtime hours, when necessary.