

Summary: A working position who manages the Public Works department consisting of roads, water, sewers, waste management and outside municipal buildings in accordance with provincial legislation, Council direction and within approved budget constraints.

Location:	Powassan	Group:	(none)
Department:	Public Works	Family:	
Scenario:	all jobs	Reports To:	CAO/Clerk/Treasurer
Job Id:	45	Last Update:	2018-10-23

Tasks:

Supervision

1. Supervises all staff assigned, interviewing and hiring, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary action.
2. Provides input regarding performance to supervisor on staff assigned.
3. Trains staff for proper procedures and safety compliance.
4. Assists in interviewing and hiring full time, seasonal/part time staff

Operations Management

5. Oversees and checks for quality of work from department staff.
6. Checks roads for safety.
7. Oversees all projects and construction.
Responsible for the day to day coordination, administration and supervision of public works infrastructure
8. maintenance including roads, sidewalks, winter control, fleet, sewer/water mains, landfill, garbage collection and cemeteries with recommendations from the Public Works Engineer
9. Assists in the preparation of department budget and monitors expenditures.
10. Is the Health and Safety Officer.
11. Supervises the winter maintenance, maintaining minimum standards.
12. Supervises general maintenance of municipal properties such as swimming pool, park and ball diamonds including pool opening preparations and grass cutting.
13. Supervises the maintenance of cemeteries including grass cutting, installation of foundations and preparations of graves.
14. Ensures all locates for underground services completed

Water and Sewer

15. Maintains water and sewer systems (excavation of lines, valves, water meters, etc) in coordination with MOE and Ontario Clean Water Agency.
16. Orders parts

Operations Roads

17. Operates heavy equipment such as backhoe, trackless for sidewalks, grader, trucks and steamer.
18. Maintains equipment (changes oil and greases) and updates logbooks with maintenance and repair details and changes tires.

Operations Roads

19. Maintains roadways through the provision of gravel, hard surface, patching, ditching, sweeping and roadside brushing with the Public Works Engineer
20. Sands, salts, plows and removes snow from roadways, parking lots and sidewalks.
21. Removes snow from major streets and intersections.
22. Locates underground services.
23. Thaws culverts.
24. Installs culverts and ditches.
25. Constructs roadways and sidewalks.
26. Beaver dam control.
27. Shovels snow from entrances of municipal buildings.

Workplace Health and Safety

28. Ensures compliance with Workplace Health and Safety, environmental and municipal regulations and policies.

Other

29. Complies with Municipality of Powassan policies and procedures.
30. Performs other tasks as assigned by management.

Skills and Abilities

31. Secondary school diploma-Grade 12.
32. Ten (10) years or related experience in Public Works.
33. Good understanding of Public Works operations, supervision skills and computer use.
34. Demonstrated supervisory skills
35. Thorough knowledge of related provincial and municipal bylaws, regulations, statutes, codes and standards that apply to their specific duties and/or department
36. Excellent communication, organization and problem solving skills.
37. Minimum DZ license.
38. Ability to operate heavy equipment such as backhoe, dump truck, snowplow, grader, etc.
39. Ability to deal with the public in a positive manner.
40. Ability to perform heavy manual labour including heavy lifting and working in all kinds of weather.
41. WHIMIS and other job specific industry training.
42. Knowledgeable about propane, chain saw course, tire changing, playground inspections,
43. Ability to deal with difficult situations and people in a tactful and helpful manner.