

development of ongoing new standards.

- Develops effective working relationships with all other staff, all appropriate agencies, business associations, boards, commissions, other municipalities, provincial and federal government departments, and other organizations with an interest in the Municipality.
- Ensures all public requests and concerns are handled effectively and efficiently, and in line with Municipal policy.
- Evaluates and responds to operational challenges and opportunities for improvement.
- Monitors safety compliance and initiatives.

Operations Management:

- Manages inventory of equipment, supplies and materials required for maintenance and construction programs and makes recommendations to Council on the purchase of materials and equipment.
- Supervises the construction, inspection, and maintenance of all municipal roads, bridges, sidewalks, culverts, ditches, streetlights, public buildings, water, wastewater, line inspections, flushing, sewer, storm sewer, etc. in line with legislative requirements.
- Oversees the design and maintenance of all municipal facilities.
- Prepares tenders and contracts for various assigned activities and administers construction.
- Ensures adherence to and compliance with all related legislative and regulatory standards such as Occupational Health and Safety, MTO, CVOR, OPSS, MOE, NMBCA, MNR, MOL and WDO.
- Directs and oversees new construction and construction administration.
- Manages, monitors, and reports on landfill site operations.
- Works with consultants to make recommendations regarding waste and recycling operations to extend the life of waste site and increase recycling.
- Works with the Treasurer in the development of annual capital and operating budgets, authorizes budgeted expenditures, and develops an appropriate user fee schedule.
- Reviews and makes recommendations on planning applications, new entrances, civic addressing, lot grading, drainage plans, and new development proposals affecting Municipal services.
- Liaises with Division leads to manage daily operational challenges.
- Ensures the implementation of preventative maintenance and inspection programs.
- Ensures adequate notice is provided to residents impacted by infrastructure projects.
- Responsible for project management for special events, fundraising and special committee meetings while also ensuring Health and Safety rules, Ministry of Labour rules, and Alcohol and Gaming rules are followed.
- Coordinates trade workers, handymen, consultants, and others in their work.
- Develops and recommends cost efficiencies for operations and capital expenses.
- Maintains and reviews operational logs.
- Oversees all facility rentals and works with facility users to resolve concerns.
- Oversees the installation, maintenance, and repair of mechanical equipment.
- Ensures maintenance standards for fire and safety conditions and arranges inspections for Municipality.

- Resolves contract disputes.

Administration:

- Responds and follows up on correspondence.
- Maintains an up-to-date inventory of all infrastructure and equipment.
- Reviews planning applications and provides comments.
- Acts as the lead contact in negotiating agreements with user groups and provides recommendations to supervisor and Council.
- Develops and submits a variety of reports in accordance with Municipal and government requirements, policies, procedures, and regulations.
- Acts as project manager for strategic initiatives and plans.
- Complies with all health and safety policies and privacy procedures of the Municipality and identifies areas to address in order to maintain a safe and healthy workplace.
- Ensures all reporting staff and volunteers are appropriately trained in their tasks and responsibilities.
- Schedules staff as necessary.
- Attends Council, Department Head, and other meetings as required.

Other Duties:

- Complies with all relevant Municipal policies and procedures, including but not limited to the Code of Conduct and Respect in the Workplace policy.
- Contributes to a strong and integrated Municipal team through positive attitude, training, and creativity.
- Performs other duties as assigned by Supervisor.
- Complies with all Health and Safety practices relating to work, standard operating guidelines, and the Occupational Health and Safety Act.

SKILLS:

a) **Education:**

- Post-secondary degree or diploma in a related discipline, or an equivalent combination of training and experience.
- Minimum of five years' progressive experience in a municipal or related setting.
- Certified road supervisor accreditation an asset.
- Licensed in the area of water operations.
- Health and Safety certificate.
- WHMIS and other job-specific industry training.

b) **Knowledge:**

- Thorough knowledge of provincial and municipal bylaws, regulations, statutes, codes, and standards that apply to the range of services provided by the department.
- Demonstrated management, organizational and leadership ability, highly developed communication skills, knowledge of public needs as well as working knowledge of Provincial legislation that affects the Municipality.

- Good understanding of policies and procedures and the capability of researching and writing policies, procedures, bylaws, reports, etc.
- Good public and interpersonal skills to clarify facts, provide accurate information and respond to complaints in a timely manner.
- Thorough understanding of road construction and maintenance, ditches, bridges, drainage, storm water, etc.
- Good project management and human resource management skills.
- Leadership, negotiation, and people management skills.
- Ability to work effectively with members of Council, staff, and the public.
- Strong research skills.
- Good record management skills.
- Ability to interpret blueprints and design specifications.
- Good working knowledge of finance and budgeting.
- Demonstrated project management and change management experience.
- Ability to think and act strategically in a political and community service environment.
- Knowledge of the Safe Drinking Water Act and MTO Minimum Maintenance Standards.
- Knowledge of health and safety regulations, procedures and guidelines.
- Computer literacy utilizing word processing, spreadsheet, presentation, and database software.
- Ability to multi-task and stay focused.
- Excellent client service skills.

c) **Language Communication (Sensitivity, Confidentiality):**

- Well developed oral communication skills dealing with complex, technical, and confidential information.
- Excellent listening and recording skills dealing with complex and technical information.
- Good problem solving and well-developed public relations skills.