



Public Works Manager - Job Description

Title

Public Works Manager

Reports To

Director of Transportation and Environment Services

Summary

The Public Works Manager is empowered to uphold the high quality level of service that the Town of Kindersley's Public Works department offers to its citizens. This working Manager position engages in all public works job duties while effectively motivating and directing the Public Works personnel in undertaking all the work that is required to maintain and grow Kindersley's transportation and utility networks. This includes water, waste water, and roadways infrastructure. The manager works closely with this Director of Transportation and Environment (Director) to maintain this linear infrastructure as well as the maintenance of vehicles, equipment, materials, and facilities within the Public Works department.

Other responsibilities will include planning, fiscal management, and administration. The Manager's goal is to efficiently engage and utilize all personnel, materials, and equipment to their highest capacity in accordance with Town policies, procedures and regulations.

Core Competencies

- Accountability and Dependability
- Adaptability/ Flexibility
- Coaching and Mentoring
- Communication
- Creative and Innovative Thinking
- Customer Focus
- Decision Making and Judgement
- Development and Continual Learning
- Energy & Stress
- Enforcing Laws, Rules and Regulations
- Ethics and Integrity
- Leadership
- Mathematical Reasoning
- Mediating and Negotiating
- Planning and Organizing
- Problem Solving
- Providing Consultation
- Quality Orientation
- Result Focus
- Staff Management
- Team Work
- Time Management

Job Duties

The Public Works Manager undertakes all of the tasks required to compete the work required of the Public Works Department in conformance with the Town Human Resources Manual, the CUPE Union Agreement, all Town Policies and Bylaws, and any other governing rules or regulations. This work includes:

- A. Infrastructure Maintenance, including:
 - Street Maintenance, including but not limited to gravelling, grading, patching, crack sealing, line marking, oiling, snow removal, sanding, sweeping streets and de-icing walks
 - Traffic Control, including but not limited to, the maintenance of street signs, traffic control signs and traffic signals
 - Drainage, including but not limited to, clearing debris and ice blockages from catch basins, and removing weeds and debris from ditches
 - Mosquito Control
 - Maintenance of the sewage lagoon, pump house and lift stations in the sewage system
 - Maintenance of the sewage collection mains and house service connections within Town streets, including sewer augers
 - Maintenance of the water distribution system and house service connections within Town streets
 - Maintenance of curb stops, valves and fire hydrants
 - sidewalk repairs
 - Opening and closing graves
 - Maintenance of water vending station
 - Installing, repairing and inspection of water meters
 - Turning on or off water services on an as required basis
 - Parking lot and Town yard maintenance
 - Utilization of Work Order and Asset Management software, as well as Microsoft and Outlook email

- B. Planning, including:
 - Daily and seasonal planning for implementation of infrastructure maintenance
 - Department planning goals and objectives shall be focused on achieving the Town's mission and Council priorities as they relate to the Town's Public Works infrastructure in consultation with the Director

- C. Budgeting, including:
 - Assisting and advising Director of Transportation & Environmental Services with budget and purchasing of equipment in budgets for Council approval
 - Scheduling/timing and implementation of budget related projects, ensuring all requirements are fulfilled in close coordination with the Director
 - Monitoring the budget in close coordination with the Director
 - Appropriate use of purchase orders
 - Ordering supplies for in and out of shop use; maintain inventory list

- D. Asset Management, including:
 - Monitoring, maintaining and repairing all Public Woks vehicles, equipment, materials, and facilities
 - Utilization of Work Order and Asset Management software

- E. Personnel Management, including:
- Proving leadership and working with staff to develop and retain highly motivates and competent, customer service-oriented staff
 - The hiring of new personnel with the assistance of the Director and the HR department
 - Monitoring performance requirements and personal development targets in close coordination with the Director
 - Responsible for the safety: ensure that all personnel are informed of potential dangers and compliant with all Town safety procedures and policies. This includes notifying utility companies to locate underground utilities when required (locates for any type of ground disturbance).
 - Ensure Town water and sewer lines are located for contractors.
 - Organizes and directs staff including conducting staff performance evaluations in consultation with the Director and HR
 - Disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Town's HR Manual and the CUPE Union Agreement in consultation with the Director and HR
 - Makes recommendations on compensation and other rewards to recognize performance within the Union provisions in close coordination with the Director
- F. Communications, including:
- Liaise with respect and professionalism at all times, with subordinates and superiors, as well as citizens, contractors, co-workers, and Councilors
 - Advising the Director of all pertinent and emergent issues with assets or personnel
 - Attending all necessary meetings including with staff, contractors, the department, other Town management, and council meetings as directed
 - Providing written and oral reports when directed

In addition to the regular work listed above the Manager is required to assist in emergencies and arranging equipment during power outages, and may be required to undertake other duties as assigned from time to time by the Director or the CAO.

Requirements

- Grade 12 education or GED
- Minimum Class 2 or higher in Water Distribution and Wastewater Collection and Treatment
- Four or more years' experience in directing personnel (preferably in a unionized environment)
- Strong working knowledge of the principles and practices of HR management and supervision.
- Experience as a mechanic and an operator of all types of Town-owned small and heavy equipment
- Understanding of theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions
- Ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities

- Experience in dispatch and control
- Ability to evaluate management practices and adopt effective courses of action
- Ability to communicate clearly and comprehensively in person, one-on-one or in groups, and in writing via reports and email
- Ability to use Work Order and Asset Management and other computer software
- Must exercise sound, expert independent judgment within general policy guidelines
- Ability to establish and maintain effective working relationships with other Town staff, Council, other governmental and regulatory officials, private and community organizations, developers, contractors and others encountered in the course of work.
- Ability to analyze maintenance issues and problems
- Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action
- Ability to understand, interpret, explain and apply local, provincial and federal laws and regulations governing public works and utilities services

Work Conditions

- Must be physically capable of performing a wide variety of physical tasks including walking, running, sitting, lifting, crouching, or kneeling for extended periods of time
- Must be able to quickly move arms and legs
- Excellent stamina is required
- Use of Personal Protection Equipment will be required (e.g. hard-hat, safety boots, etc.)
- Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Work at high elevations and in confined spaces
- Interacts with employees, management, and the public at large
- Job requires ability to work with tools, lumber, and materials
- Must be able to lift, push, pull, or carry (50lb) objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively throw an object.
- Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination
- Noise level may be loud occasionally
- Hazards associated with the construction industry, including conditions with moderate risks which require planned safety precautions for limited periods of time
- Usual work hours are Monday to Friday from 8 am to 5 pm with an hour lunch break
- Overtime may be required and/or working for extended hours. Should be available for work 7 days a week as required
- May be required to attend evening meetings
- May be required to respond to emergency situations

Reviews

A review will be conducted by the Director of Transportation and Environmental Services at the 3-month mark, the 6-month mark and annually, with a view towards evaluating the performance of the assigned duties and responsibilities, setting short and long-term goals and objectives, identifying and developing solutions to challenges.

Term

This position is a full-time out-of-scope position.

Standard hours of work shall be from 8:00 am to 5:00 pm. This position will include shift work, callouts, holidays and weekends. Work hours fluctuate based on season and type of infrastructure maintenance required.

Remuneration

The starting salary for this position is \$64,600 and will be based on skills and experience. The pay period is semi-monthly.

Vacation

This position is entitled to paid vacation, starting at 3 weeks paid per year.

Benefits

The Town of Kindersley offers a generous medical and dental Group Insurance benefits package currently provided through Group Health, as well as a pension with the Saskatchewan Municipal Employees Pension Plan.

Training and Professional Development

The Town of Kindersley strongly encourages all employees to regularly upgrade their skills, training, knowledge base certifications and professional designations through the various courses, seminars, conferences, and learning opportunities offered to employees.

Internal Policies

All employees are required to abide by the Town of Kindersley's Human Resources Policy Manual, 2012 and will indicate as such by signing the provided form upon receipt of the Manual. Signing the form indicates having received the Manual and agree to read and abide by it.