

**Job Opportunity**  
**Supervisor, Public Works - Job Description**



**POSITION TITLE:** Supervisor, Public Works  
**DEPARTMENT:** Public Works  
**HOURS:** 40 hours per week  
**DESIGNATION:** Full Time Permanent  
**REPORTING TO:** Chief Administrative Officer  
**SUBORDINATE POSITIONS:** Public Works Lead Hand  
Operator/Labourer  
Casual Public Works Employees

**REMUNERATION:** This is a salaried position with pension and benefit program.

**OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

Although not a condition of employment, it is preferable that the Supervisor, Public Works reside within the Town of Mulgrave for the term of employment.

**SCOPE:**

Reporting to the Chief Administrative Officer, the following outlines the general scope of duties of the Supervisor, Public Works:

- The Supervisor, Public Works is responsible for the overall management of the Town's Public Works Department.
- The Supervisor will be designated as the "Supervisor of Town Infrastructure".
- The Supervisor will be designated as the "Town Engineer".
- The Supervisor will be designated as the "Town Traffic Authority".
- The Supervisor will ensure the integrity of the Town's systems and infrastructure.

**SPECIFIC DUTIES:**

The following is a general outline of the duties and responsibilities of the Supervisor, Public Works. The listing is not intended to be all-inclusive, nor to limit the employee's initiative to expand his/her function beyond this scope, nor is it intended to limit the CAO's right to assign other duties.

**1. Legislative Requirements**

**1.1 Town Engineer Designation**

The Supervisor, Public Works shall carry out the responsibilities of the Town Engineer as defined in Sections 39 & 40 of the Municipal Government Act.

## **1.2 Traffic Authority Designation**

The Supervisor, Public Works shall be designated as the Town of Mulgrave Traffic Authority and fulfill the duties as defined in section 311 of the Municipal Government Act.

The traffic authority for a municipality has, with respect to highways in the municipality, excluding those for which the Provincial Traffic Authority has authority, the powers conferred upon a traffic authority by or pursuant to the Motor Vehicle Act. 1998, c. 18, s. 311.

## **1.3 Other Legislative Requirements**

The Supervisor, Public Works will be the project lead in the creation and updating of other areas requiring Standard Operating Procedures (SOP's) and Contingency Plans (CP's) for functions of the Town's Public Works Department and is responsible for:

- Ensuring all staff are acquainted with and adhere to Standard Operating Procedures (SOP) and Contingency Plans (CP)
- Updating of the Manual's SOP and CP's
- Creation of new SOP's and CP's as required.

## **2. Human Resource Requirements**

The Supervisor, Public Works is responsible for the supervision and oversight of the Town's unionized and non-unionized public works staff. Supervision duties include, but are not limited to:

- Maintaining accurate records of training required and completed by staff and making recommendations with respect to any deficiencies;
- Maintaining a Daily Work Log for the Public Works Department;
- Maintaining accurate records of shift scheduling and any overtime required by Public Works employees, and assisting office staff with payroll duties;
- Interviewing and hiring additional public works staff in accordance with Town policies;
- Assisting in the annual performance evaluation of Public Works departmental staff;
- Taking necessary disciplinary measures of Public Works departmental staff in conjunction with the CAO;
- Assisting Town administrative staff in maintaining accurate personnel files on Public Works departmental staff;
- Preparation of training plans and oversight to ensure the Town is operating under safe working conditions as per current legislative and/or town requirements;
- All other human resource related duties as directed by the CAO.

## **3. Financial / Planning Requirements**

The Supervisor, Public Works will have financial and planning responsibilities that include but are not limited to:

- Assisting in the preparation and administration of annual capital budgets for Town infrastructure.
- Project Lead in special capital projects for the Town. These responsibilities will include but not necessarily be limited to assistance in budget preparations, contract management, and/or readying new infrastructure for operation.
- Work with the CAO in preparing an annual budget for the Public Works Department.
- Ensure purchases of goods and services are made in accordance with Town policy.
- All other financial/ planning related duties as directed by the CAO.

#### **4. Operational Requirements**

The Supervisor, Public Works is responsible for the day-to-day operations of the Public Works Department with specific duties including but not limited to:

- Participating in weekend and /or shift work rotation with respect to the operation and monitoring of the Town's water treatment, distribution, and sewer systems;
- Making recommendations for improvements / repairs / replacement needed to maintain systems in good and efficient working order;
- It is further anticipated that the Supervisor, Public Works will play an active role as field Supervisor with respect to Town operations and maintenance functions.
- Supervise the efficient and effective collection of the Town's Solid Waste and recyclable material in accordance with Town policies;
- Ensuring that all of the Town's equipment is properly maintained and ready for use, develop schedules to ensure such maintenance, and maintaining appropriate records.

#### **5. Other**

In addition to the above stated duties the Supervisor, Public Works may also be required to:

- In his absence, designate the Public Works Lead Hand to be the acting Supervisor, Public Works.
- Maintain effective and regular communications with the CAO.
- Attend committee meetings as required, including, but not limited to, Source Water Protection Advisory and Joint Occupational Health and Safety.
- Respond to complaints or needs with respect to Departmental responsibilities.
- Performing other duties as the CAO may direct from time to time.
- The employee must recognize that he/she is a public servant and must use utmost respect at all times when dealing with other staff, the general public, and Council.

## **STATEMENT OF QUALIFICATIONS:**

### *1. Education:*

- Successful completion of Grade 12.
- Accreditation from a recognized institution in one or more of the following trades: machinery, plumbing, carpentry, electrical, or related trade.
- Alternatively, strong experience in a similar position may substitute for some of the formal educational requirements.

### *2. Certification:*

- Valid Class 5 Nova Scotia Driver's License
- CPR/First Aid
- WHMIS
- Small Space Confinement and Fall Arrest
- Traffic Control and Traffic Signage Accreditations
- Operator in Training and Distribution certification is an asset.
- Heavy Equipment Operator certification is an asset.

### *3. Experience:*

- At least five years experience in a Public Works Department or similar work environment.
- Previous experience in Municipal Government is an asset.

### *4. Knowledge:*

- K1: Good knowledge of safety regulations and practices
- K2: Good knowledge of various trades such as pipefitting, plumbing, electrical, carpentry
- K3: Good knowledge of government structure and current affairs
- K4: Thorough knowledge of Town By-laws
- K5: Good knowledge of the Town (demographics, geography, infrastructure, etc.)
- K6: Good working knowledge of computers and general office procedures

### *5. Abilities:*

- A1: Strong managerial and organizational skills
- A2: Ability to operate applicable equipment: trucks, plows, backhoe, etc.
- A3: Effective budgeting and tracking for supplies and materials
- A4: To work closely and effectively with Council and the CAO
- A5: To effectively liaise with other Municipalities and Agencies
- A6: To effectively research issues as required
- A7: To keep accurate, up to date and comprehensive records of infrastructure
- A8: To plan and organize public works projects effectively and efficiently
- A9: To develop and implement a preventive maintenance program for infrastructure, vehicles and equipment
- A10: To generate new ideas and proposals for the betterment of the Town
- A11: To deal effectively with clients
- A12: To effectively manage staff and be a team player and to delegate fairly and effectively

A13: To work effectively under pressure and meet deadlines

A14: To communicate effectively orally and in writing

*6. Personal Suitability:*

PS1: Professionalism

PS2: Honesty and integrity

PS3: Discretion

PS5: Flexibility

PS6: Reliability and dependability

PS7: Effective interpersonal skills

PS8: Consistency

PS9: Calmness

PS10: Accuracy