

## **DIRECTOR OF PUBLIC WORKS -- JOB DESCRIPTION 2017**

**POSITION: DIRECTOR OF PUBLIC WORKS**

**CLASSIFICATION: MANAGEMENT**

**REPORTS TO: CHIEF ADMINISTRATIVE OFFICER (CAO)**

### **POSITION SUMMARY:**

The Public Works Director is a management position responsible for the planning, organization, direction and integration of the District's public works, utilities and facilities. The Public Works Director will provide expert professional assistance to the CAO in areas of expertise including engineering, municipal water, sewer collection, wastewater collection, street, building and landscape maintenance. Other responsibilities will include policy development, program planning, fiscal management, administration, and operational direction of the District's public works, water distribution, sewer and wastewater collection system and maintenance functions. The Public Works Director is responsible for accomplishing department objectives and goals within guidelines established by the District Council and CAO.

### **JOB DUTIES:**

- ✓ Plans, organizes, controls, integrates and evaluates the work of the Public Works department to ensure that municipal roads, water systems, sewerage, drainage systems, streetlights, garbage collection, parks and recreational areas and municipal property are inspected regularly and operated in a safe and efficient manner.
- ✓ Plans, organizes, directs and evaluates the performance of assigned staff.
- ✓ Establishes performance requirements and personal development targets.
- ✓ Regularly monitors performance and provides coaching for performance improvement and development.
- ✓ Takes disciplinary action, up to but not including termination, to address performance deficiencies, in accordance with the District's personnel rules and policies.
- ✓ Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the District's missions and values.
- ✓ Integrates and directs the efforts and results of staff engaged in the maintenance and repair of the District's public works, water distribution, sewer and wastewater collection system infrastructure.
- ✓ Represents the employer as a member of the Bargaining Committee for the Collective Agreement and of the Labour Management committee.
- ✓ Coordinate, review and approve the work for municipal construction projects including any contractors so engaged and solicits advice from consulting engineers for the resolution of difficult problems.
- ✓ Recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- ✓ Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects.

- ✓ Represents the District in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and utilities.
- ✓ Develops, implements and monitors long-term plans, goals and objectives focused on achieving the District's mission and Council priorities.
- ✓ Monitors developments related to public works and utilities matters, evaluates their impact on District operations, and implements policy and procedure improvements.
- ✓ Directs the development of and monitors performance against the annual department budget.
- ✓ Prepares departmental budget for Council approval. Monitors, once approved, working co-dependently with the Finance department.
- ✓ Determines the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled.
- ✓ Assists in the preparation of new District bylaws and the revision of existing bylaws.
- ✓ Advises the District Council, CAO, citizen groups, individuals, contractors and others on departmental issues.
- ✓ Attends council and council committee meetings as a technical resource.
- ✓ Ensures conformance with all Federal and Provincial legislation and regulations.
- ✓ Administers the occupational health and safety program to ensure compliance with legislative requirements of the municipality and workers' compensation legislation and regulations.
- ✓ Reviews and approves engineering drawings for all department construction works.
- ✓ Reviews and approves engineering drawings for subdivision developments and ensures compliance.
- ✓ Responsible for subdivision site inspections.
- ✓ Reviews and advised on development plans and permits for work in District rights-of-way.
- ✓ Undertakes related duties and special projects as required.

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

The incumbent may encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

**REQUIREMENTS:**

- ✓ Secondary school graduation.
- ✓ Minimum of five (5) years experience in local government with at least three (3) years previous management experience in a public works environment.
- ✓ Computer literacy with word processing, spreadsheets and databases.
- ✓ *Preferably*, holding the following valid certificates from the Environmental Operators Certification Program: Municipal Wastewater Treatment (Level I); Wastewater Collection (Level II); Water Distribution (Level II) and Water Treatment (Level II).
- ✓ Valid BC Driver's Licence (minimum Class 5).
- ✓ Workplace Hazardous Material Information System (WHMIS).
- ✓ Thorough knowledge and experience in the application of the Occupational Health and Safety Regulations affecting municipal operations.



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- ✓ Strong working knowledge of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- ✓ Strong working knowledge of all applicable federal, provincial and local laws, codes and regulations governing the administration of public works and utilities functions and activities.
- ✓ Strong working knowledge of theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities and facilities maintenance functions.
- ✓ Thorough knowledge of the operation and maintenance of municipal infrastructure, including parks and recreation facilities, especially in the area of public health and environmental protection.
- ✓ To plan, organize, supervise and coordinate the work of the municipal works staff in a wide variety of maintenance and repair projects.
- ✓ To establish and maintain harmonious working relationships with municipal staff, the public, Council and senior levels of government.
- ✓ To analyze statistical data and physical conditions and able to prepare cost estimates, reports, policies and procedures.
- ✓ Resourcefulness when faced with an emergency situation and able to organize the appropriate response given the capabilities or limitations of equipment and volunteers, and to recognize the impact of external factors.
- ✓ To work independently and as a member of a team, and able to delegate and supervise employees, volunteers, subordinates or contractors under his/her supervision.
- ✓ Strong understanding and commitment to customer service and public relations, and able to communicate effectively both verbally and in writing, and to deal with others effectively and tactfully.
- ✓ Evenings and weekends may be required.

**DESIRED SKILLS AND EXPERIENCE:**

- ✓ Membership in the Public Works Association of British Columbia and the British Columbia Water & Waste Association.
- ✓ Graduation from a related program at a technical institute and successful completion of related courses from recognized organizations and institutions.
- ✓ Proficiency with geographic information systems and computer aided design.
- ✓ A valid Occupational First Aid, Level 1 certificate.