

Superintendent of Public Works

POSITION TITLE: Superintendent of Public Works

REPORTS TO: Village Commission

SUBORDINATE POSITIONS: Assistant Superintendent of Public Works (Full Time)
Public Works Labourer(s) (Occasional)

POSITION SUMMARY:

General Overview of Responsibility:

- The Superintendent is responsible for the overall management of the Village's Public Works Department.
- The Superintendent will also serve as Village "Engineer".
- The Superintendent will ensure the integrity of the Village's systems and infrastructure.

AREAS OF RESPONSIBILITY INCLUDE:

Administrative / Management Services:

- maintain effective and regular communications with the Village Clerk
- submit an annual budget to the Village Clerk along with recommendations for improvements or repairs/replacements needed to maintain the systems in good and efficient working order
- attend Public Works Committee meetings, and participate in any other Village committees as requested.
- submit monthly reports on departmental activities
- ensure that the departmental expenses stay within budget
- where an expense will exceed budget limits, report to the Village Clerk for direction
- ensure that purchases of goods and services are made in accordance with Village policy
- prepare an annual inventory of all Department materials, supplies and equipment
- organize, coordinate, schedule and supervise all Department work, ensuring that all work is done in an effective and cost-efficient manner
- maintain a daily work log for the Department
- maintain time sheets for the Department staff
- prepare annual Performance Appraisals for Departmental staff
- maintain a record of training required and completed and make recommendations with respect to training deficiencies. Ensure that the Village Clerk has copies of all certifications.
- interview and hire casual staff in accordance with Village policies
- participate in the hiring process for full time department staff
- monitor and promote safe work practices
- monitor the performance and well being of Department staff, and deal with personnel matters, advising the Village Commission of any serious issues
- prepare for effective use of GIS technology as new systems are brought online

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Physical Plant:

- direct, perform and supervise repairs and maintenance of streets, sidewalks, curbs, sewer utility, water utility, fire hydrants, public buildings, parks and all equipment related to the above so as to insure the highest level of preservation, at the most favourable cost within budget
- direct, perform and/or supervise garbage clean-up, street sweeping, salting, sanding, plowing, and snow removal in accordance with Village policy
- carry out regular checks on Village infrastructure and implement repairs as required
- supervise and implement Solid Waste Management programmes in accordance with Village policy
- ensure that all equipment is properly maintained and ready for use, develop schedules to ensure such maintenance, and maintain appropriate records
- ensure that new projects are carried out according to Village plans, with specified materials, and that plans and records are updated to accurately reflect all additions, deletions or changes to Village systems
- erect signage as required by Village policy
- ensure street lights and control signage are in good working order
- respond to complaints or needs with respect to Department responsibilities
- reside within an area where response times to situations is within minimum time as approved by the Village Commission

Other:

- Perform other duties as Village Commission may from time to time direct.
- There may be a requirement to attend evening and out of town meetings.
- This is a “hands-on working position” and requires both supervisory and labourer duty as the Superintendent works with and leads employees under him, in the performance of their duties. The Superintendent is expected to participate in an equitable rotation of schedules with staff including after-hours call-outs and weekends.
- Work can be physically demanding and occasionally done under extreme conditions in all types of weather.

JOB REQUIREMENTS:

Education:

- Successful completion of grade 12.
- Accreditation from a recognized institution in one or more of the following trades: machinery, plumbing, carpentry, electrical, welding, heavy equipment operator, engineering, or other trades related to job position.
- Completion of Water and Waste Water Certificate Levels as required by the Department of Environment.
- Alternatively, strong experience in a similar position may substitute for some of the formal educational requirements.

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Certifications to be maintained:

- Valid Class 5 Nova Scotia Driver's License with a clean Nova Scotia Drivers Abstract
- CPR / First Aid
- WHMIS
- Confined Spaces Course
- Traffic Control and Traffic Signage Accreditations
- Class I certification for Water Treatment, Water Distribution and Wastewater Collection and Wastewater Treatment
- Transportation of Dangerous Goods
- And any other course that becomes available and as deemed necessary by the Village

Experience:

At least five years experience in a public works or similar position.

Skills & Ability:

- Strong managerial, organizational, and time management skills
- Good knowledge of safety regulations and practices
- Good knowledge of various trades such as plumbing, electrical, carpentry, mechanical
- Ability to operate applicable equipment: trucks, ploughs, backhoe, tractors, etc.
- Ability to operate various mechanic/shop power equipment and hand tools
- Effective budgeting and tracking for supplies and materials
- Good working knowledge of computers and general office procedures
- Thorough knowledge of Village by-laws
- Acquire a knowledge of the Village (demographics, geography, infrastructure, history, etc.)
- To work closely and effectively with the Commissioners and staff
- To effectively liaise with other public works departments and Agencies
- To effectively research issues as required
- To keep accurate, up to date and comprehensive records of infrastructure
- To plan and organize public works projects effectively and efficiently
- To develop and implement a preventive maintenance program for infrastructure, vehicles and equipment
- To generate new ideas and proposals for the betterment of the Village
- To deal effectively with clients
- To effectively manage staff and be a team player and to delegate fairly and effectively
- To work effectively under pressure and meet deadlines
- To communicate effectively orally and in writing

Personal Suitability:

- Professionalism
- Honesty and integrity
- Discretion
- Objectivity
- Flexibility
- Reliability and dependability
- Effective interpersonal skills
- Neatness and tidiness
- Willingness to learn
- Consistency
- Organized
- Accuracy

CRITICAL ACCOUNTABILITIES

1. Water

the water supply and system is safe
water tests meet required parameters
system is well documented

2. Sewer System

there is effective separation of storm water from the sewer system
all tests meet the required parameters
system is well documented

3. Infrastructure

hydrant testing
a preventative maintenance plan is in place for all Village equipment
an energy management plan is in place for all Village assets (buildings and equipment)

4. Planning

sound infrastructure plans are in place for all Village infrastructure

5. Financial Management

effective and comprehensive budgets are adhered to

6. Human Resource Management

employees are subject to regular and ongoing performance management
employees are productive
employees are satisfied with their job