



Position Description

Title:	Manager of Public Works & Transportation
Reports to:	CAO
Status:	Full-time
Classification:	Public Works & Transportation
Location:	493 Main St. / 184 Kinburn St. and offsite (Mahone Bay)
Hours:	Monday – Friday, 8:30 am – 4:30 pm plus some evenings and weekends

Scope

The Manager of Public Works & Transportation is accountable to the Chief Administrative Officer (CAO) and is responsible for the overall supervision, operation, coordination and efficient and effective management of Public Works employees and equipment. The Manager ensures that the Department coordinates with and supports water, wastewater and electrical utility operations.

The position is responsible for maintenance of assets including fleet, buildings, recreational facilities, parks, stormwater management and transportation infrastructure (including active transportation), and will assist the Chief Administrative Officer with developing and implementing the Town's asset management program and 10-year capital budget.

The Manager provides leadership and direction in the development of short and long range plans for public works (buildings and facilities, parks, cemeteries, etc.) and transportation infrastructure. The position will work closely with all Town Departments to help with both capital and operational projects, and ensure strategic initiatives such as water system leak/loss reduction, flooding/stormwater management, accessibility plan implementation and reduction of greenhouse gas emissions are implemented successfully.

Qualifications

Experience

- A minimum of five years public works experience including parks, transportation, engineering, utility construction and operations, is required
- A minimum of two years in a supervisory role is preferred
- A degree in Civil Engineering or a Civil Technology program is preferred and PMP Certification is an asset
- Valid Nova Scotia Class A driver's license with air brakes (and good driving and safety record)

- Experience in coordinating and managing employee schedules, contractors and all personnel associated with the Public Works Department
- Experience with snow plowing and removal and application of deicing salt and sand preferred
- Experience operating heavy equipment (Backhoe, Front end loader, Etc.) would be considered an asset
- Knowledge and skill in the proper use and care of equipment and tools
- Knowledge of design, construction, and maintenance related to recreational facilities, civic buildings, roads, sidewalks and wharves
- Knowledge of design, construction and projects related to wastewater collection and treatment, water systems is preferred
- Certification in water distribution and/or wastewater collection would be considered an asset
- Training in emergency management, accessible built environments, or other training related to erosion control, turf and landscaping/horticulture would be considered an asset
- Arborist or landscaping certification and/or certification in playground inspection would be considered an asset
- Have or be prepared to achieve:
 - Standard First Aid qualified
 - Workplace Hazardous Materials Information System qualified
 - Temporary Workplace Signing Accreditation
 - Traffic control person accreditation
 - Knowledge of confined entry procedures
 - Knowledge of occupational health and safety regulations
- Experience with fieldwork/GIS software preferred

Skills

- Computer skills suitable for the preparation of reports, spreadsheets and correspondence associated with the position
- Skills in carpentry, electrical, and/or mechanics would be considered an asset
- Strong problem solving and decision-making skills
- Strong prioritizing, time management and organizational skills to manage multiple projects
- Quality-consciousness and exceptional attention to detail
- Financial management and budgeting skills
- Strong written and verbal communication skills
- Near and far vision for driving
- Handling and fingering in the use of power and hand tools
- Crouching, stooping, reaching, twisting, turning, and balancing as required in the field
- Lifting, carrying, pulling, and pushing items in excess of 20 pounds, with occasional items exceeding 100 pounds
- Able to exert heavy physical effort in moderate to heavy work
- Able to work in conditions with exposure to environmental factors

Summary of Principle Duties and Functions

Specific Duties

- Coordinates all daily activities of Public Works staff to ensure that Town infrastructure and services function properly
- Maintains staff job descriptions, conducts annual performance evaluations and ensures that staff can have career objectives and training plans in place
- Prepares annual capital and operating budgets for the Department's operation with the Manager of Finance, and is responsible for budget supervision and cost control
- Plans for and implements the Town's capital projects, coordinating with other Departments / utilities
- Supervises the construction, operation and maintenance and repair of streets and sidewalks including overseeing:
 - Street/Sidewalk Patching
 - Street/Sidewalk Cleaning
 - Vegetation Control
 - Dust Control
 - Line Painting
 - Erecting signs
- Responsible that maintenance programs and repairs to the Town's equipment vehicles and infrastructure are conducted and that proper records are kept
- Maintains inventory of supplies for the Department and ensures that the proper controls are in place
- Addresses all work orders and concerns and maintains appropriate records
- Supervises the collection and disposal of materials collected from public area waste receptacles
- Oversees projects / tasks undertaken by the Department and,
 - Operates backhoe / loader in maintaining streets, water and sewer systems, plowing snow, general maintenance
 - Maintains sidewalks and streets, repairing potholes etc.
 - Operates small equipment, chipper, etc.
- Directs or carries out routine maintenance and repairs of equipment including welding and cutting
- Supervises and implements various tasks related to the development, operation and maintenance of Town-owned parks and recreation facilities (e.g. Jubilee Park, swimming pool, ball field, playground, public comfort stations, wharf, bandstand, etc.)
- Ensures seasonal facilities are ready for public use
- Coordinates acceptable snow plowing and removal and application of deicing salt and sand and,
 - Operates front-end loader in snow ploughing and loading gravel and salt
 - Operates street ploughs for removal of snow
 - Operates sidewalk plough for removal of snow
- Assists as required in the maintenance of the water and wastewater systems

- Attends council, committee, senior management meetings and any other meetings as requested by CAO
- Any other duties as assigned by the CAO

Accountabilities

- To manage the Department in accordance with all Town by-laws, policies, procedures and practices
- For the daily activities of Public Works staff to manage their productive and efficient use of their time and equipment
- To maintain a positive image for the Town and Public Works with the public at all times in the workplace
- For liaison with Town staff as well as Federal and Provincial Departments, consultants, contractors and the general public
- To ensure Public Works employees are familiar with and adhere to Occupational Health & Safety policies, procedures, rules, and regulations
- For leadership and direction in development of short and long term plans dealing with service issues and implementation strategies
- To ensure appropriate preventative maintenance programs and repairs are conducted on the Town's equipment and infrastructure (and maintain appropriate records of such):
 - Roads, sidewalks and paths
 - Recreational facilities and parks
 - Municipal buildings
 - Stormwater management infrastructure
- For coordination, control and implementation of Town's capital projects including collection of field data, planning, estimating, design ideas, tendering documents, inspection and reporting
- To ensure that all work orders and concerns are addressed promptly and maintain appropriate records of such
- For familiarity with contracts and agreements between the Town and municipal units and other contractors related to the department
- To maintain essential supplies and materials for department use and that internal control measures are in place
- For ensuring that all plans, drawings, specifications and other documents within the scope of the Department are maintained and kept current
- To submit monthly and annual reports to CAO and Council