

MUNICIPALITY OF NORTHERN BRUCE PENINSULA

JOB DESCRIPTION

PUBLIC WORKS OPERATIONS SUPERVISOR

PURPOSE OF THIS POSITION

The Public Works Operations Supervisor is the direct on-site supervisor of the permanent/part-time Public Works staff, ensuring the timely, responsive and efficient completion of the Department's construction and maintenance programs for Municipal roads, waste management, sewer, water and any other areas of responsibility under the jurisdiction of the Public Works Department. This also includes the planning and supervising of winter operations and road patrol activities.

PRIMARY RESPONSIBILITIES OF THIS POSITION

Primary Duties

Approves all Public Works Department Staff's time sheets, subject to the general review by the Manager.

Responds to general inquiries, agency requests for comment and deals with complaints.

Receives service requests and complaints from the public, either directly or on referral from the Manager, investigates the situation, determines what work is required in accordance with municipal policy and standards, assigns the work in relatively straightforward situations or consults with the Manager, and inspects completion of the work.

Plans and supervises winter operations, including seasonal timing, operator training, equipment preparedness, route design, call-out authority or assignment of call-out authority in accordance with municipal policies and standards; advises on winter maintenance policies and standards; commands during winter emergencies.

Monitors and advises the Manager regarding the productivity, safety and appropriateness of the Public Works fleet; ensures that daily operator checks and safety certificates are in place and authorizes the repair expenditures as delegated by the Manager and municipal policy.

Assists in the monitoring of compliance to the Minimum Maintenance Standards; maintains and organizes inspection reports, files and related correspondence; undertakes or assigns road patrol activity and recording.

Assists in monitoring of cost/quality control of the Public Works operations.

Monitors work tasks to be performed by the Public Works Department.

Assists in the preparation of reports, plans, by-laws and policies, as required, subject to review of the Manager.

Assists the Manager in preparing tender and contract documents for maintenance operations and to make recommendations regarding tenders and contracts.

Supervises the work of outside contractors and trades people performing maintenance operations.

May assist the Manager to oversee the work of the contractor operating the water and sewer systems within the jurisdiction of the Municipality.

Makes recommendations to the Manager for hiring, promotion, discipline or termination of employees.

Exercises discipline in the form of oral warning with note to file. Recommends other discipline to Manager if appropriate and may participate in grievance proceedings.

Assists with preparation of annual budgets for areas of responsibility as requested.

Attends and inspects work sites to ensure standards are maintained (e.g. health and safety); ensures that proper signage, traffic supervision, and responsiveness to public inquiries is in place at work sites.

Works with the Public Works Manager to ensure that occupational health and safety practices are strictly observed by all Staff while performing their duties.

May prepare a variety of reports, letters and memorandums for the Public Works Department.

May attend Council meetings to provide information and answer questions.

Attends conferences, seminars and meetings, reads documents and newsletters to keep abreast of current legislation for the Department.

Other duties as assigned by the Manager.

Supervision Received

Works under the direct supervision of the Public Works Manager and is able to consult with the Manager in most situations on a daily basis.

Works independently often and takes independent action when required to resolve straightforward requests or urgent situations in the field.

Supervision Given

Directly supervises the Public Works Department staff, including scheduling, assignment of work, approval of absences and time sheets, performance reviewing and training.

QUALIFICATIONS

The position specifications outlined below are intended as a guideline only. In some cases, an individual may have sufficient related experience at an appropriate level to offset any lack of formal education; therefore, the educational and related experience requirements should be assessed simultaneously to ensure all qualified candidates are considered.

Education

Certified Road Superintendent certificate

Community College diploma in a related field

Certified Engineering Technologist certificate preferred

Class 1 Water Distribution Operator course and Class 1 Sewage Collection Operator course preferred

Experience Expected

At least five (5) years of related work experience in the public sector or development industry, including operation of heavy machinery, winter operations, cost estimation and cost/quality control, and knowledge of Ministry of Transportation standards, specifications and regulations.

Previous satisfactory supervisory experience.

Other Requirements

Valid Ontario Driver's Licence

Good computer knowledge, proficiency in such Microsoft applications as Word and Excel

General knowledge of Occupational Health and Safety Act

Good oral and written communication skills

Ability to deal effectively and courteously with the general public, contractors and professionals

Strong technical knowledge and background

Ability to make decisions in difficult circumstances

GIS or surveying experience

WORKING CONDITIONS

Conditions – Mental

High volume of work, with a sense of urgency conveyed by those requesting service, by contractors and by weather conditions.

Constant interruptions and requirements to work on several matters simultaneously.

Potential for stressful interactions with members of the public, contractors and employees.

Conditions – Physical

Position requires considerable work in cold, heat, rain, flies, dust, noise and fumes when investigating service requests, inspecting construction sites and supervising operations.

Hours of Work

Hours of Work – 40 hours per week

Overtime and/or earlier start time as required.

Emergency call-outs will occur, particularly in winter.

Likelihood of late-night, early-morning and weekend work, particularly in winter.