



## JOB DESCRIPTION

Position: **Assistant Public Works Manager**  
Department: **Public Works**  
Work Week: **Monday – Friday,**  
**37.5-hour Standard Work Week**

Job Type: **Permanent Full Time**  
Reports to: **Public Works Manager**

### Position Overview

Reporting to the Public Works Manager, the Assistant Public Works Manager (APWM) is responsible for the operational and technical planning of public works on 'non-routine' projects. This includes developing operational project plans, identifying required materials and equipment, ensuring compliance with applicable regulations, and coordinating the efficient execution of operational work such as culvert installations, drainage improvements, brush clearing, signage, and road maintenance activities. This may also include working closely with other departments within the MD or with contracted services to ensure effective and coordinated project delivery.

The APWM ensures that the Operations Foreman and staff are fully equipped with clear, complete project plans and all necessary resources to perform their work safely and effectively. As a key member of the department management team, the APWM supports the management of employees by communicating clear expectations, monitoring performance, and providing guidance to ensure operational excellence and team development. The APWM acts as the Public Works Manager during absences, assuming full managerial authority over departmental operations.

### Responsibilities Overview

#### Operational Planning & Technical Oversight

- Lead the planning, design, and scheduling of in-house operational projects which may include aspects of road maintenance, culvert installations, drainage improvements, and other public works activities.
- Prepare detailed project plans and work orders, for non-routine projects, identifying required materials, equipment, and personnel levels (without assigning specific staff).
- Provide technical guidance, problem-solving, and operational direction to the Operations Foreman and field staff.
- Monitor project progress and performance; recommend adjustments to maintain efficiency and compliance.
- Ensure all work adheres to relevant safety regulations, policies, and legislation (e.g., First Calls).

#### Coordination & Communication

- Translate departmental objectives into actionable operational plans.
- Communicate project expectations, timelines, and compliance requirements clearly to the Operations Foreman and Public Works staff.
- Support a culture of safety, professionalism, and teamwork within the department.
- Coordinate with other municipal departments to ensure seamless service delivery.
- Prepare and distribute public service announcements or operational updates through approved communication channels.

#### Budgeting & Administration

- Assist in developing annual and project-specific budgets, cost estimates, and resource forecasts.
- Track expenditures and resource usage to ensure projects remain within approved budgets.
- Prepare reports, project documentation, and operational summaries as required.
- Contribute to short- and long-term planning for equipment, staffing levels, and service delivery improvements.

#### Leadership & Acting Capacity

- Serve as Acting Public Works Manager during absences, assuming full managerial and administrative authority.
- Represent the Public Works Department at meetings, interdepartmental discussions, or public inquiries as delegated.
- Support emergency operations under the direction of the CAO when required.

#### Qualifications

- Post-secondary education in a civil engineering technology, municipal operations, or a related field; equivalent experience may be considered.
- Minimum of five (5) years of progressive experience in public works operations, including supervisory experience in public works with a Union labor force.
- Working knowledge of relevant legislation, regulations, and safety codes.
- Proven leadership, organizational, and communication skills.
- Proficiency with Microsoft Office software (Excel, Word, Outlook).
- Valid Class 5 driver's licence.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.*