

## JOB DESCRIPTION



Position: **Public Works Manager**  
Department: **Public Works**  
Work Week: **Monday – Friday, 40 Hours Standard Work Week**

Job Type: **Permanent Full-Time**  
Reports to: **Chief Administrative Officer**

### Position Overview

Reporting to the CAO or designate, the Public Works (PW) Manager leads, delegates, and maintains oversight of the activities of the PW Department. These include but are not limited to the maintenance or construction of municipal roads, buildings, airports, water and wastewater systems, fleet vehicles, and heavy equipment.

The PW Manager must demonstrate high ethical standards of conduct and exemplary interpersonal skills with a solution-oriented focus. They will coordinate change and transitions in the workforce, conduct regular performance appraisals, and ensure all department staff is informed and adhere to all relevant legislative, regulatory, and municipal policies.

### Responsibilities Overview

- Ensure that Health and Safety policies, work procedures, and safe work practices are enforced as required by the Municipal Safety Policy and all relevant legislation.
- Develop and maintain an engaged and productive workforce to support the delivery of operational services, including but not limited to road maintenance and construction, snow removal, drainage construction projects, utilities, equipment and fleet vehicles.
- Ensure staff responds to inquiries in a timely and professional manner.
- Provide ongoing leadership and supervision to the Public Works Department, including performance management (direct reports), staffing, and professional development.
- Ensure sound financial and asset management within the Public Works Department.
- Participate in annual and long-term operational or capital planning, budget planning, and coordinate service delivery expectations.
- Oversee the MD's gravel program and lead the development of future gravel sources by coordinating crushing programs and developing new gravel sources if required.
- Analyze operations and provide remedies to issues and concerns.
- The PW Manager, or designate, is required to carry and answer the 'after-hours' phone and will prioritize requests for service per municipal policies and level of service as established by the Council.
- Ensure all services offered by the department are per the policies and direction established by Council.
- Prepare, update, and implement communication plans and schedules for the applicable stakeholders.
- Other duties as assigned by the CAO or designate.

### Qualifications

- Degree or Diploma in Business or Public Administration, Civil Engineering or equivalent.
- Project management courses and experience is considered an asset.
- Significant leadership, technical, and management experience, preferably in a municipal government setting
- General knowledge of applicable federal, provincial and local laws, codes, and regulations governing the administration of public works and utilities
- Live within the region so that quick response to contingencies is possible.
- Valid Class 5 Driver License
- Proficiency in MS Office Software

*The statements contained in this job description reflect general details as necessary to describe the principle 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 work load.*