

**TOWNSHIP OF MONTAGUE**  
**Position Description – Public Works Manager**  
**May 2017**

**Position Title:** Public Works Manager

**Reporting To:** Administrator

**PURPOSE OF POSITION**

Reporting to the Administrator, the Public Works Manager is responsible for the overall program of the Public Works operations and will ensure that prescribed service levels are delivered within approved budgets.

**MAJOR REPONSIBILITIES**

**1. Program/Service**

Directs, monitors and oversees the Public Works Department:

- a) Develops, implements and controls long-term operational plans, including an annual and 10-year budget relating to capital and operating expenses.
- b) Responsible for the maintenance and repair of all roads, bridges, regulatory signage, streetlights, traffic signals, roadside maintenance, weed control, trails, sidewalks and water and wastewater infrastructure
- c) Ensures adherence to and compliance with legislative and regulatory standards for the maintenance and construction of roads and structures
- d) Responsible for the ongoing development of and adherence to maintenance standards, and reviews and makes recommendations to improve or modify standards
- e) Proactively monitors the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are followed
- f) Responsible for the coordination of afterhours emergencies in the Public Works Department
- g) Responsible for the development, supervision and review of winter control operations
- h) Administers municipal and department-specific tenders and contracts.
- i) Recommends changes to Township policies relating to department operations and assists with developing new policies required taking into account such factors as the overall direction provided by Council, legislation and regulation requirements, changes in legislation, health and safety issues, environmental issues and technological developments.
- j) Acts as point of contact for the public on all administrative matters related to the department, resolves public complaints and promotes good will.
- k) Ensures regulatory compliance and works to ensure that the Public Works Department is compliant with regulations issued by
  - l. Occupational Health and Safety Act

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- II. Ministry of Transportation Standards
- III. Ministry of Environment
- IV. Ministry of Natural Resources
- V. Ministry of Labour

Water/Wastewater Oversight

- a) In consultation with the Water Operator, coordinate and assist with Water and wastewater compliance in the Township

Waste Management Oversight

- a) Coordinate contracts for waste management in the Township and coordinate other waste management programming

Building/Facility Maintenance

- a) Responsible for the management of contracts and activities to maintain the municipal complex and any other municipally owned property or building

Equipment Maintenance

- a) Approves equipment maintenance schedules and develops equipment replacement schedules, together with an inventory control system.
- b) Responsible for the fleet maintenance of Township owned vehicles (not including fire department vehicles)

Drainage

- a) Responsible for the management of municipal drains in the Township of Montague.

**2. Human Resources**

Effectively manages Public Works staff including the following activities:

- a) Participates in the hiring process of direct reports
- b) Prepares and conducts performance evaluations and employee discipline, in conjunction with Human Resources support
- c) Provides effective and regular feedback to subordinates as part of ongoing performance management of staff
- d) Attends department and Township staff meetings and provides regular updates to staff

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- e) Ensures that staff are appropriately trained both to meet operational needs and for personal/career development
- f) Manages department time including absences and overtime
- g) Resolves employee problems and disputes
- h) In conjunction with the Administrator, disciplines as appropriate

**3. Financial Resources**

- a) Responsible for the preparation of an annual operating and capital budget as well as long-term capital forecasts, in coordination with the Treasurer.
- b) Responsible for the development, monitoring and updating of a comprehensive Asset Management Plan for the Public Works Department

**SKILL AND EFFORT**

**4. Qualifications**

Must have a four year recognized University degree or a three year College diploma in Civil Engineering or equivalent.

Must be a member in good standing with PEO, OACETT, OGRA (CRS) or equivalent education, experience and professional accreditation

Minimum of 5 years experience in municipal governance with management experience.

Training in and knowledge of various statutes such as the Occupational Health & Safety Act, Highway Traffic Act, etc.

Computer skills and ability to use Microsoft Office, GIS and GPS systems

Familiarity with MunicipalDataWorks an asset.

Must have valid G license, a DZ is considered an asset

**5. Decision Making and Judgment**

The services provided by the department are a critical component of the Township's operation and impact on all residents as well as visitors and businesses using Township roads.

Decisions with respect to work assignments and operating procedures can affect the health and safety of all residents and impacts on the safety of the work

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environment for the department's staff.

**6. Interpersonal Skills/Contacts**

**Internal**

Will work with department employees to communicate work assignments, departmental policies, etc. Will also work with the Council, the Treasurer and Administrator to provide information.

**External**

Will respond promptly and tactfully to complaints and comments from members of the public.

**WORKING CONDITIONS**

**7. Environment**

The major portion of the job is performed in an office setting.

However, there is frequent exposure to dirt, fumes, cold and poor weather conditions while on the job sites.

**8. Control over Works Schedule**

Regular hours are 9:00 a.m. to 4:30 p.m., but work may be required beyond usual hours to respond to evening and weekend emergencies.

Additionally, this position will require some attendance at evening meetings