MORRIS-TURNBERRY
POSITION PROFILE

Position Title: Director of Public Works
Department: PUBLIC WORKS
Report to Title: Administrator Clerk-Treasurer / Council

This job description last updated on...February 3, 2017

Position status: Full time employee
Pay method: Salary
2017 pay range: $36.97 - $46.21 per hour
Salary range: $76,897 - $96,117
Meeting pay remuneration is based on council meeting rate.
Normal workweek: 40 hours
Overtime 40 to 44.0 hours in a week: No overtime
Overtime greater than 44.0 hours in a week: No overtime

A – POSITION DESCRIPTION

1. Scope of Position:
The Director of Public Works is responsible for the construction and maintenance of all Morris-Turnberry public works in accordance with budgets, objectives, policies and programs approved by Council and all applicable by-laws and Ontario regulations. To act as a member on the Municipal Health and Safety Committee and to be responsible for the operation of Municipal landfill sites.
The Director of Public Works directly supervises the road employees and landfill attendants. The daily supervisor of the public works is the Director of Public Works and may solicit information and guidance as required.
The Director of Public Works reports to the Administrator Clerk-Treasurer as the direct supervisory only, as required, and to the Council at council meetings.

2. Key Responsibilities

Program Delivery:
(a) To provide leadership and direction to supporting staff in the implementation of the roads maintenance function; and the landfilling function of the municipality;
(b) To work with the Administrator Clerk-Treasurer and Council to ensure the efficient, economical and effective organization and administration of all departments, boards, and committees as determined by the by-laws of the Municipality and the direction of Council.
To work with the Administrator Clerk-Treasurer and the Council to coordinate the
development and implementation of policies, procedures and systems to facilitate the
workflow and communications between departments.

(c) To develop, implement and maintain a comprehensive program for the maintenance for
all Morris-Turnberry municipal roads, bridges, culverts, drains, street lights, storm sewer
systems, landfill sites, recycling sites and other designated municipal infrastructure.

(d) To assist the Administrator Clerk-Treasurer with the public works aspects of the
Municipalities short & long range operating plans and strategies. To develop and
prioritize a list of maintenance and construction projects for use in the planning &
budgeting processes. To incorporate suggestions from the public & staff in this list.

(e) To implement the public works aspects of the policies and programs of Council efficiently
and effectively. To ensure compliance with all relevant financial, statutory and regulatory
requirements.

(f) To assist in the preparation and monitoring of the annual operating and capital budgets
for the public works department.

(g) To conduct regular inspections all year around, of road maintenance activity to ensure
schedules and quality are properly maintained, including bridges and culverts.

(h) To supervise the performances of the Road employees and landfill attendants. To
participate in the hiring, work assignments, performance reviews, training, and discipline
as necessary for the public works department. This includes maintaining a log of all
public works activities.

(i) To attend and participate in Council, Committee and Board meetings as required.

(j) To work with the Administrator Clerk-Treasurer on the public works policies and affairs of
the Municipality, so that Administrator Clerk-Treasurer can properly fulfill the
responsibility to make appropriate recommendations to Council for the future progress of
the Municipality. To participate in inter-departmental and inter-government projects as
requested by the Administrator Clerk-Treasurer.

(k) To develop, implement and maintain appropriate operational controls, policies, and
procedures to safeguard all the public works assets of the Municipality. To manage the
inventory of material supplies, equipment and vehicles. To develop, implement, maintain
and document a proper repairs and maintenance program for the Municipal equipment
and vehicles to ensure smooth operation and staff safety.

(l) To be a member of the Municipal Health and Safety committee, ensuring all the
practices of the Occupational Health and Safety Act are followed in Morris-Turnberry.
This includes the development, implementation and maintenance of an employee safety-
training program for all Municipal employees (not just the public works department). To
enforce the safety & health section of the employee's manual.
(m) To manage the work of outside public works contractors including receiving tenders (at least three quotes is standard), recommending to Administrator Clerk-Treasurer / Council for approval, supervising actual work and approving payments under the contract.

(n) To oversee the activities of the Municipal landfill sites and recycling facilities including interacting with Ministry of Environment officials as required. To oversee the collection of waste & recycling material at these sites.

(o) To respond to all public works inquiries and feedback from the public, Administrator Clerk-Treasurer, Council, staff and other agencies etc. in a timely and professional manner. To maintain records and prepare required reports of all such questions & complaints and their resolution.

(p) To work with the Administrator Clerk-Treasurer to prepare all public works by-laws for approval by Council.

(q) To maintain payroll time sheet records of the public works employees and submit to the Administrator Clerk-Treasurer for payment, biweekly.

(r) To perform other duties as may be assigned by Administrator Clerk-Treasurer and or Council.

(s) To perform all duties as Drainage Superintendent.

(t) To assist with administration of the Water System, as required.

**Human Resources (Including Staff supervised)**

(u) To discipline Public Works Employees.

(v) To recommend to Administrator Clerk-Treasurer and Council the hiring, suspension, dismissal of public works employees as appropriate, in accordance with the Municipality personnel policies and procedures. To coordinate the training and performance review programs.

(w) To directly supervise the Road employees, Landfill employees and other casual public works staff.

**Material & Information Resources**

(x) The Director of Public Works performs the following duties:

(i) attends Council meetings to present Public Works issues, as required

(ii) doing research for the Administrator Clerk-Treasurer and or Council for public works issues

(iii) communicating Administrator Clerk-Treasurer and or Council decisions
Financial Resources

(gg) The Director of Public Works performs the following duties:
(i) to prepare the road budget for the municipality and present the budgets to the council for review and approval.
(ii) to monitor the annual operating road budgets

Other:

(hh) To perform any other duties as may be assigned by the Administrator Clerk-Treasurer / Council
(i) To perform all other duties as required by Statute.

3. Key Relationships

Internal
Council members: interaction as required
Administrator Clerk-Treasurer: daily interaction re financial affairs of Municipality
Road Employees: daily interaction re operations of public works department
Morris-Tumberry landfill attendants: as required interaction re operations of landfill site

External
Public: daily re public works issues
Municipal Contractors & other professionals: as appropriate

Strong interpersonal and communication skills are essential to perform this position competently.

4. Decision Making (includes Judgement & Problem Solving)

The road activities of the Municipality will require hands on management. The Director of Public Works is expected to direct all activities of the road crews. As a result, the Director of Public Works will make most of the strategic and management decisions concerning Municipal infrastructure. The Public Works Co-ordinator makes many decisions on their own within the framework of the Municipal policies and procedures as determined by the by-laws of the Municipality and the direction of Council. Judgement is required concerning maintenance and project completion. Major decisions will require the approval of the Administrator Clerk-Treasurer and/or the Council.
The Director of Public Works is required to solve many complex and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. Projects often will take weeks or months to complete. Often problems must be solved and recommendations made autonomously and quickly.

Agree............

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B - POSITION SPECIFICATIONS (QUALIFICATIONS & SKILL)

To perform the Director of Public Works position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under “3. Other Skills”. This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training

   Minimum required:

   - Secondary School Diploma is a requirement
   - D-Z licence
   - Acceptable Driver’s Abstract
   - Basic computer knowledge is an asset
   - Willingness to obtain CPR, First Aid, WHMIS, Surface Miner & Chain Saw and the required certificates as per policies and procedures.
   - Completion of or willingness to complete the Drainage Superintendent ‘s Certification course, sponsored by the Ontario Ministry of Agriculture, Food and Rural Affairs.

Minimum Designation preferred:

- Certified road supervisor with designation of level II minimum, CRS -II

Preferred:

- Post secondary education in Civil Engineering Technology (CET)
- Completion of or enrollment in the Ontario Good Roads Association Certificate three-year program.

Agree............
2. **Work Experience**

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<tr>
<th>Experience</th>
<th>Minimum Years Preferred</th>
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<tbody>
<tr>
<td>Experience in a similar or related field</td>
<td>Seven</td>
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<tr>
<td>Senior public works position in a municipality</td>
<td>Five</td>
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<tr>
<td>Experience with heavy equipment</td>
<td>Five</td>
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3. **Communication & Interpersonal Skills** *(includes Written & Oral)*

- Ability to express themselves concisely and precisely in writing
- Ability to express themselves concisely and precisely in orally one on one or in to large groups.
- Good at public speaking.
- Ability to present information clearly to council and at public hearings (as required).
- Ability to project a professional appearance and image to the public, at all times.

Agree  -----------

4. **Motor Skills**

- Manual motor skills are required to operate a keyboard.
- Manual motor skills are required to operate a road grader and the heavy equipment, other vehicles, power tools and hand tools.
- Manual motor skills are required to operate a laser level.

Agree  -----------

5. **Other Key Skills**

- Strong interpersonal skill.
- Strong written and oral communication skills.
- Strong time management skills.
- Strong supervisory skills.
- Computer literate with knowledge of software used.
- Well organized.
- In depth knowledge of the local public works by-laws.
- In depth knowledge of the MTO standards, specifications & regulations
- In depth knowledge of Ontario Health & Safety Act.
- In depth knowledge of construction practices and construction estimating
- In depth knowledge of equipment & vehicle maintenance techniques.
• Physical ability to perform inspections at a construction site.
• Knowledge of corporate management and planning.
• Valid class D driver’s license with Z endorsement
• The position requires extensive travelling within Morris-Turnberry.
• Be available for rotation of cell phone and pager

Agree............

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities
   ♦ The Director of Public Works is responsible to the Administrator Clerk-Treasurer / Council for the public works resources of the Municipality.
   ♦ A person performing this position competently can save the Municipality significant dollar amounts.
   ♦ A person performing this position must be cautious in relaying municipal information to the public. Discretion must be used to concur with the Rules of Conduct in the Personnel Policy.

Agree............

2. Supervisory Responsibility
   Directly supervises the Foreman, Roads Operators, and Morris-Turnberry landfill operators.

   Approximately nine operators in total.

Agree............

D – WORKING CONDITIONS

1. Physical Effort and Environment
   ♦ At certain times the Director of Public Works may have to work in excess of their normal workweek.
   ♦ The Director of Public Works may have to respond to emergency situations.
   ♦ The Director of Public Works will have to share on-call duties.
   ♦ The physical working environment can be demanding while outside inspecting construction sites or road maintenance in inclement weather. Exposed to hazardous conditions such as in trenches and traffic. Exposed to fumes, odors, noise, toxic gases etc. There is a risk of injury.

Agree............
2. Mental Effort
♦ The mental strain resulting from the work of the Director of Public Works is considerable and constant.
♦ There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are complex and varied.

Agree...........

I have reviewed the above job description and ticked off each section indicating my agreement. It is accurate and complete except as I have noted at _____________________________.

Direct Supervisor

Name Staff

Signature

Date: February 3, 2017

I have reviewed the above job description and initialed each section indicating my agreement. It is accurate and complete except as I have noted at _____________________________.

Name Staff

Signature

Date: 