

MANAGER OF PUBLIC WORKS & UTILITIES

(hereinafter called the Manager)

Reports to: Chief Administrative Officer

Department: Public Works and Utilities

Classification: Manager of Public Works & Utilities - Full Time Permanent

Date: June 2018

SCOPE:

In concert with the Chief Administrative Officer (CAO) the Manager will develop long term, high level planning objectives that support the Town's overall Strategic Plan. In addition, the Manager, working with key staff in Utilities and Public Works, will oversee Public Works and Utilities operations, being responsible for the following:

- Provision of technical advice and the planning, design and implementation of infrastructure projects.
- Supervision and workload management of Public Works & Utilities staff
- Prioritizing, recommending and implementing activities to ensure the safe and efficient management of the Public Works and Utilities

Duties and Responsibilities:

1. Occupational Health and Safety

- Responsible for the implementation and enforcement of compliance with all Occupational Health and Safety requirements in the Public Works & Utilities function
- Takes leadership and ownership of Occupational Health & Safety responsibilities on behalf of the employer and acts as the employer co-chair of the Town of Regina Beach Occupational Health and Safety Committee
- Recommends to the Chief Administrative Officer that staff other than in Public Works & Utilities have the training, tools and equipment essential to a safe work environment
- Ensure, as a priority, that all Public Works & Utilities staff have the training, tools and equipment essential to a safe work environment
- Ensure, as a priority, that all Public Works & Utilities staff have the training, tools and equipment essential to a safe work environment

2. *Project Planning and Development*

- Develop project plans that provide an accurate scope of work involved, cost estimates, schedules and deliverables to execute high quality projects on time and on budget.
- Preparing project related reports, memos and letters
- Oversee sub-contractor agreements
- Coordinate and maintain project schedules and budgets
- Liaise with Development Officer on applications for building permits and, when necessary, conduct site visits to determine what impacts, if any, construction will have with respect to drainage, ground movement and bylaws.
- Provide advice and guidance in the drafting of Bylaws.

3. *Supervision of Staff*

- Promote a respectful work environment that embraces innovation, change, and reflects the Town values and initiatives
- Supervise, coordinate and assign workload of Public Works & Utilities department staff
- Promote the empowerment of key departmental staff in work assignments
- Organize work assignments for all Public Works and Utilities department staff

4. *Training & Development of staff*

- Ensure employees are provided opportunity to be mentored by senior employees so he or she has the opportunity to learn all aspects of the operations and maintenance department and the systems and procedures that are in place.
- Promote a learning environment ensuring employees have access to relevant programs and learning opportunities so they may obtain the skills necessary to fulfill work requirements in a safe and efficient manner.

5. *Water treatment and distribution systems, waste water management*

- Working with key staff, manage the operation of the water treatment plant and water distribution system as per Provincial water quality standards
- Working with key staff, manage waste water facilities and ensure standards and disposal procedures are followed

6. *Maintenance and Labour*

- Manage and coordinate the required year round maintenance of public buildings
- Manage and coordinate the required year round maintenance of roadways, alleyways and sidewalks
- Manage and coordinate repairs and maintenance of water mains and curb stops
- Liaise with the Fire Chief to ensure fire protection systems and equipment are maintained as per Provincial regulations
- Ensure mobile and stationery equipment are maintained in accordance with Provincial regulations

7. *Inventory Control*

- In keeping with town policies and working with key staff, ensure the Public Works & Utilities Department has an adequate supply of materials and equipment essential to the efficient and cost effective operation of the Public Works & Utilities department.
- Approve requisitions and expenditures within limits of established signing authority

8. *Administrative Responsibilities*

- Maintain accurate record of employee work schedules and track employee time sheets
- Maintain accurate documentation and record person-hours for each project and service provided
- Maintain a daily log of work performed by Public Works & Utilities department which will be accessible to the CAO or Council
- Communicate accurate information to the CAO on issues requiring a decision by Council
- Prepare and provide to Council work plans
- Prepare Public Works and Utilities department written report for submission at each Council meeting
- Attend all Council and Executive Committee meetings to provide recommendations and/or expertise when required.

9. *Maintain good Public Relations throughout the Community*

- Instill a positive respectful work environment for all Public Works and Utilities department employees
- Receive and respond to concerns and enquiries from staff/public and elected officials in a respectful and professional manner.
- Build relationships in and outside of the community