



Township of Champlain

Public Works Department Job Description

JOB TITLE:	Director of Public Works
REPORTS TO DIRECTLY :	Chief Administrative Officer
SUBORDINATE POSITIONS:	Civil Engineering Technologist Administrative Assistant Road Lead Hand Road Crew

POSITION SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Public Works provides leadership and strategic direction to a portfolio of operations services to maintain and enhance the Township's transportation infrastructure, water and sewer services, facilities and dry waste disposal site. The Director is responsible for policy development, program planning, fiscal management administration and operational direction for all services within the Public Works Department.

The Director plays a key role in ensuring service delivery is provided in a customer focused and efficient manner to achieve standards established by Council and provincial legislation. The Director is responsible for ensuring integration with other departments, manages risks and protecting the municipality's assets.

RESPONSIBILITIES:

1. Responsible for the design, construction, operation and maintenance of the road network, including recommending tender approvals to Council, supervising construction and inspections and preparing cost estimates.
2. Determines the future needs of roads, facilities and systems.
3. Oversees the operations of the Ontario Clean Water Agency with respect to two water and wastewater systems.

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4. Responsible for the operation of the landfill and waste management collection and disposal contracts.
5. Responsible for the review and acceptance of new subdivisions.
6. Reviews and approves utility submissions for municipal consent.
7. Contributes to the Township's senior management team in establishing goals and objectives in developing and implementing policies and programs.
8. Prepares estimates and administers the department's operating and capital budgets in compliance with Council's guidelines and policies.
9. Provides Council, the Chief Administrative Officer and Township staff with advice and recommendations on roads, landfill and planning and other matters related to the functions and activities of the public works department. Advises the Chief Administrative Officer on issues, matters and concerns where there may be important implications for the Township.
10. Directs the management of all human and other resources of the department, overseeing the full range of managerial functions and responsibilities including:
 - Staffing
 - Staff training and development
 - Performance management
 - Occupational health and safety
 - Directing the workforce
 - Employee relations
11. Directs the preparation and presentation of reports and recommendations to Council and the Chief Administrative Officer as required, regarding the activities, programs and projects of the department. Attends and provides information for meetings of Council and for public meetings, as required.
12. Attends all meetings with Senior Staff.
13. Attends all meetings of Council.
14. Develops, implements and administers departmental policies, programs, projects, procedures, systems, standards, etc. Develops and implements effective lines of communication and administrative controls including reporting mechanisms. Regularly reviews the effectiveness of the department's operations and takes initiative in effecting appropriate adjustments.
15. Maintains effective and co-operative liaison with the general public, senior representatives of other municipalities, agencies and employers, other levels of government, consultants, developers, contractors, community groups, etc., obtains and provides relevant information, and promotes a high standard of public relations at all times.

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16. Performs such other duties as assigned.

REQUIRED SKILLS:

1. University degree in Civil Engineering or related field. A C.E.T. designation or an equivalent combination of education and experience will be accepted.
2. Sound municipal experience with a minimum of five (5) years in public works at a supervisory level position with an eagerness to continue to develop professionally.
3. Strong management, leadership, organizational and interpersonal skills are required.
4. Excellent oral and written communication skills, including report writing and presentation skills. Must be fluently bilingual.
5. Experience in strategic planning, annual budget processes, financing reporting and forecasting.
6. A sound working knowledge of word processing, accounting and presentation programs.
7. A certified road supervisor's designation would be an asset.

WORKING CONDITIONS:

1. Meets with the public, sometimes in adverse conditions to rectify concerns.
2. Regularly patrols around the township and sometimes helps with road crew work. Is sometimes exposed to conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste and similar factors.
3. Has to operate a vehicle on a regular basis, usually within the municipality. Sitting or driving for periods in excess of two hours.
4. Sometimes exposed to physical hazards and danger resulting from operation of heavy equipment.
5. Works consists of activities creating a high degree of stress such as meeting definite, but adjustable deadlines and situations affecting health and safety.
6. This position is based on a 37.5-hour work week.
7. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.