The Township of Lucan Biddulph is currently seeking qualified individuals for the position of Manager of Public Works

TITLE: MANAGER OF PUBLIC WORKS
REPORTS TO: C.A.O.
COMPENSATION: $82,596.80 - $96,616.00 (Currently under review) plus full benefit package
HOURS: 40hrs/week
ON CALL AS REQUIRED

An excellent career opportunity awaits you at the Township of Lucan Biddulph. A mere fifteen minutes north of the City of London in the heart of Southwestern Ontario, we are a growing lower tier municipality of 4,900 people. The Public Works Manager manages the day to day operations of the Public Works department including roads, water/sewer operations, storm water systems, municipal drains, etc. This position is part of the senior management team and reports to the Chief Administrative Officer/Clerk.

The successful candidate will have strong intrapersonal skills for dealing with the public, staff and Council as well as, at a minimum, a diploma as a Certified Engineering Technician and/or Civil Engineering Technician from a recognized Community College coupled with at least five years of experience in both supervision and administration.

Interested applicants are invited to submit a cover letter and a detailed resume via email no later than 4:30 p.m. June 21st, 2019 to:

Ron Reymer, Chief Administrative Officer/Clerk
Township of Lucan Biddulph
270 Main Street, P.O. Box 190
Lucan, ON N0M 2J0
rreymer@lucanbiddulph.on.ca

The Township of Lucan Biddulph is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information collected in response to this advertisement is collected under the authority s. 9 of the Municipal Act, 2001 S.O. 2001, c. 25, as amended to determine eligibility for employment with the Township of Lucan Biddulph. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.
TOWNSHIP OF LUCAN BIDDULPH

JOB DESCRIPTION

TITLE: Manager of Public Works

REPORTS TO: CAO

POSITIONS SUPERVISED:
Works Supervisors – 1
Roads Supervisor – 1
Clerical Support – 1
Labourer/Equipment Operators - 2
Summer Student(s)

EFFECTIVE DATE: June 2019

POSITION SUMMARY:

Managing the day-to-day operations of the Public Works department including fleet, potable water distribution systems, waste water collection and treatment, storm water collection and treatment, municipal drains, road maintenance and departmental facilities while ensuring environmental, safety and regulatory controls are monitored and maintained with the most efficient use of resources.

- Manages the department and all related services including work and staff scheduling, training and performance management, budget management, departmental project planning and facility maintenance planning.

- Plans and develops budget data, coordinates and monitors capital, operational and repair projects, including task completion, tendering process, purchasing and expenditure monitoring, work site monitoring and service inspections.

- Liaises with external agencies and other internal departments to provide information, expertise and/or address issues relating to all departmental services including written reports, presentations and attend public meetings.

- Analyzes, addresses and resolves concerns and/or complaints from public (invoices, service shortages), other external stakeholders and staff.

- Provides oversight for summer and winter maintenance operations.

- Complies with all workplace Health and Safety Policies and Procedures including but not limited to: attend and participate in all H&S training and education activities; identify and report all H&S risks, accidents, incidents, injuries and damage and ensure all
activities are carried out in a safe manner including the proper use of all assigned personal protective equipment.

- Carries out inspections, enforcement and administrative duties under appropriate Acts such as Municipal Act, Drainage Act, etc. in accordance with applicable municipal by-laws. Issues appropriate permits as the Road Authority.

- Responsible for all drainage activities i.e. from construction through to maintenance. Advises Council, through CAO, on various aspects of drainage.

- Acts as point of contact for questions and complaints related to potable water, storm water, waste water, street lights, and municipal right of ways including roads, sidewalks, signs and boulevards.

- Acts as backup By-Law Enforcement Officer when needed.

- Perform other related duties as assigned.

**Principal Responsibilities:**

Manager of Public Works

1) Directs all maintenance, construction, repairs and monitoring of roads, sidewalks, street lights, water system, sanitary sewer systems, storm drains, municipal drains as defined through the Drainage Act as well as all associated facilities in the public works department throughout the Township. Assumes responsibility for all roads and works activities and ensures a high level of service delivery within the Township.

2) Acts as point-of-contact for the public in the township, resolving problems and concerns, inspecting work sites, dispatching crews and equipment and supervising work, where required when pertaining to public works.

b) Coordinates use of staff and equipment to ensure the most efficient allocation of resources.

3) Directs the operation of the following machinery, tools and equipment
   a. Grader - plowing snow, grading roads, excavating ditches,
   b. Dump trucks - plowing snow, hauling and spreading materials,
   c. Backhoe - excavating ditches, loading trucks with granular, brush or debris, plowing snow, etc.
   d. Tractors - cutting roadside right-of-way,
   e. Sidewalk maintenance vehicle - plowing snow, sweeping, loading trucks, cutting grass,
   f. Snow plows, mower, chainsaws, a variety of hand tools.

4) Ensures that proper staff is on call on specified weekends for water readings and other duties as required. On call at any time for emergencies.

5) Directs the installation and maintenance of regulatory, warning and information signs
as per Transportation Association of Canada and the Highway Traffic Act.

6) Directs construction or supervises contractors in the construction of municipal drains including culverts, tiling, catch basins, dikes, erosion control devices and related facilities.

7) Assesses type and quantity of material needed for drain and road construction, ordering gravel and other material as required and maintaining necessary records.

8) Directs repairs and installation of storm and sanitary sewers.

9) Directs daily inspection of water and sewer pumps in area and booster stations as required, recording of input, output and performance of needed maintenance.
   a) Directs water service disconnects if requested by the homeowner or the CAO’s office.

10) Makes recommendation of major equipment repairs to CAO

11) Supervises routine maintenance and construction on Township and other public buildings, including painting, electrical and plumbing work, roofing and carpentry.

12) Carries out surveying duties where required, obtaining ground elevations, staking areas and measuring ditches, catch basins and roads for future paving.

13) Directs construction of water mains and sanitary and storm sewers on newly constructed roads.

14) a) Compiles data, and makes projections to be used in budget projections, consulting with CAO’s office to draft budget; assists in presentation of budget to Council.
    b) Reviews operating results vs. budget with CAO, taking corrective action where necessary.
    c) Produces necessary reports and statistics in conjunction with CAO’s office.

15) Supervises Works Supervisors, Roads Supervisor, Equipment Operators and Labourers and other assigned staff by participating in hiring procedure, reviewing performance, recommending salary adjustments, dealing with disciplinary problems, answering work-related and other questions from staff and providing advice and guidance as necessary.

16) a) Organizes the tendering process in accordance with Township policy for departmental equipment and supplies, suggesting potential vendors, reviewing quotes and recommending successful bidder.
    b) Purchases, within Township policy, items required for work, consulting with CAO in emergency or unforeseen situations.

17) Recommends to CAO improvements in equipment, procedures and other aspects of departmental operations.

18) Municipal drainage responsibilities include:
    a) The inspection and maintenance of municipal drains and associated records/files within the municipality.
    b) Coordinates surveying of open channels to establish grades and sets elevations for municipal tile drains as required.
    c) Advises Council and Staff on all drainage matters.
    d) Supervises construction and repairs of all municipal drains within the municipality.
e) Approves billing of landowners for drainage related work and any payments to contractors and engineer for drainage related works.

19) Works in conjunctions with the By-law Enforcement Officer and with the CAO regarding by-law enforcement needs.

20) Works alongside the Planners in matters pertaining to future growth and aid in strategies to optimism existing and new infrastructure.

21) As requested, provides interpretations of the Township’s Official Plan, Zoning By-law, planning policies and related matters, checking with the CAO/Clerk and/or the Planner in any uncertain or sensitive matters.

22) Keeps up to date with current legislation affecting areas under his/her authority.

23) Attends Council meetings and other special meetings as required.

24) Carries out other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Community College graduate with diploma as a Certified Engineering Technician and/or Civil Engineering Technologist.

2. Certified Road Superintendent designation.

3. At least 5 yrs municipal experience with experience in both supervision and administration.

4. Class DZ drivers license.

5. An equivalent combination of education and experience.