



Position Description DIRECTOR OF PUBLIC WORKS

Position Information

Position Title:	Director of Public Works
Department:	Public Works
Reports To:	Chief Administrative Officer
Hours of Work:	Monday to Friday office hours with regular evenings for Council meetings (under review)
Date Completed:	January 22, 2020
Date Revised:	June 2022

Reason for Submission

New Position:	
Change in Responsibilities:	Addition of support staff, Deputy Director
Other (specify):	

Position Summary

The Director, Public Works, provides leadership and management to the Public Works Department. The position oversees the operation and maintenance of the Township's infrastructure including the water and wastewater systems, roads, storm water management systems, municipal drainage, facilities management, waste management, streetlights, equipment and machinery. The role ensures the Township's compliance with municipal statutes and provincial regulations, pertaining to Public Works operations and maintenance.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Outreach: <ul style="list-style-type: none"> ▪ Prepare oral presentations on topics/information from the Public Works Department for delivery to Council Committee(s), Council and other stakeholders. ▪ Participate in the corporate-wide program and promote to residents, developers and those with commercial interests the various 	<ul style="list-style-type: none"> ▪ Participation in external Committees and Networking Groups

Accountability Description	Key Performance Indicators
<p>services delivered by the Township, particularly the Public Works Department.</p> <ul style="list-style-type: none"> ▪ Develop and maintain a contact network with professionals in the field, counterparts in other municipalities and contractors/suppliers; investigate the feasibility of shared services and programs with neighbouring municipalities. ▪ Represent the Department with individual citizens, volunteers, community groups/associations, special interest groups, commercial interests, developers and the written and electronic media; liaise with regulatory officials/agencies at the federal, provincial, and county levels. 	<ul style="list-style-type: none"> ▪ Where and when appropriate attends and participates in professional development opportunities. ▪ Establishes and maintains working knowledge of South Stormont community and responds to concerns and questions appropriately in timely fashion.
<p>Operations:</p> <ul style="list-style-type: none"> ▪ Identify and track best practices and trends / advances in the engineering, operations and / or maintenance of roads network, bridges, municipal/storm drains for possible application by the Township. ▪ Review and approve operations and maintenance procedures, work methods and standards for the roads network, bridges, and road culverts, municipal/storm drains. ▪ Monitor operating performance against procedures/standards with initiation of corrective action as required. ▪ Participate in the development and implementation of a preventative (life cycle) maintenance program for the Township's Public Works infrastructure, facilities, equipment and rolling stock. ▪ Integrate life cycle maintenance into the Township Asset Management Program. ▪ Establish specifications/standards for contracted services, e.g., snow removal, road paving/resurfacing, bridge repair, drainage repair and maintenance etc. ▪ Oversight of water and wastewater systems operated by contracted firm, including operations budget and capital projects, long term planning, plant design, agreements, and ensuring all provincial legislation is met. 	<ul style="list-style-type: none"> ▪ Public Works service delivery satisfaction ▪ Develops, recommends new programs/ processes/ initiatives and implements same to improve Public Works Services. ▪ Develops, recommends and implements preventative maintenance approaches used for Township's facilities, assets etc. ▪ Compliance with Township standards/legal requirements ▪ Achievement of Public Works objectives/strategic priorities. ▪ Compliance with Ontario's water and wastewater legislation. ▪ Maintains strong positive working relationship with contractors and consultants.

Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Track trends/changes in municipal statutes, provincial legislation and regulations for potential impact on the Public Works Department's operations and service delivery. ▪ Monitor Township's compliance with all municipal statutes and provincial regulations (e.g., Drainage Act, Transportation Act, Safe Drinking Water Act, etc.), pertaining to Public Works operations and maintenance. ▪ Establish a quality assurance program for service delivery of the Public Works Department. 	<ul style="list-style-type: none"> ▪ Updates Council and CAO on legislated changes and possible impact to operations.
<p>Management/Leadership:</p> <ul style="list-style-type: none"> ▪ Provide leadership in the Public Works Department and external outside contractors/suppliers. ▪ Oversees asset management, review of development proposals, facilities management. ▪ Oversee the general management of the operations and service delivery of the Department, ensuring the flexibility necessary for changes in response to priorities and/or emergencies. ▪ Participate in strategic planning with the CAO, Council and other Directors, i.e. current situation analysis, business/economic outlook, future legislation impact, setting/ updating of Public Works related goals and strategies. ▪ Prepare and submit the annual business plan and budget (operating and capital) for the Public Works Department; participate as required in the review and approval process with Council. ▪ Monitor the administrative performance of the Public Works Department against business plan and budget. ▪ Prepare and submit periodic performance reports to the CAO with initiation of corrective action as necessary. 	<ul style="list-style-type: none"> ▪ Achievement of departmental budget requirements. ▪ Develops and implements training and education plans for Department. ▪ Provides mentorship and coaching to employees, completes employee performance reporting in timely fashion, updates CAO as needed. ▪ Monitors and recommends new and revised departmental policies and procedures as appropriate/required. ▪ Maintains strong positive working relationship with CUPE. Addresses staff complaints and grievances. ▪ Adheres to Township purchasing policy, processes and provides timely and appropriate reporting.

Accountability Description	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Review and approve contracts and purchase orders according to policies and limits established by Council. ▪ Develop and recommend new or revised policies for the Public Works Department. ▪ Participate as a member of the Senior Management Team of the Township; act as a project leader (when assigned) on Corporate-wide improvement project(s). ▪ Provide support to the CAO regarding maintenance of harmonious employee relations in the Public Works Department and the active promotion of health and safety practices for employees as well as the public and suppliers/contractors. 	<ul style="list-style-type: none"> ▪ Adheres to and ensures employees are knowledgeable about Township policies and standards, including HR policies, Workplace Safety and Violence, Health and Safety, etc. ▪ Supports and assists other Directors and Deputies as appropriate and needed. ▪ Serves as Interim CAO when appointed.

Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

Education	<ul style="list-style-type: none"> ▪ Post-Secondary Degree/Diploma in Civil Engineering or an engineering degree in an equivalent field. EIT or P. Eng. Licence in good standing. ▪ Certified Engineering Technologist with O.A.C.E.T.T. registration preferred.
Experience	<ul style="list-style-type: none"> ▪ 5-7 years of experience in a similar role, preferably in a Municipal environment.
Skills	<ul style="list-style-type: none"> ▪ Excellent organizational and management skills. ▪ Demonstrated strong and effective communication skills - written, verbal and presentation - with various audiences, most effectively with Council, staff and the public. ▪ Commitment to outstanding service provision with ability to lead, motivate, influence and work collaboratively and effectively with wide range of people, groups and organizations. ▪ Superior analytical and problem-solving skills. ▪ Excellent time management skills and demonstrated ability to prioritize multiple and changing demands. ▪ Strong coaching and mentoring skills, demonstrating support and positivity ▪ Proactive approach to tasks, projects and work assignments ▪ Proficiency in the use of personal computer applications such as Microsoft Office, asset management, work order systems, customer relations, etc.
Requirements	<ul style="list-style-type: none"> ▪ Valid MTO 'G' class driver's licence in good standing.

	<ul style="list-style-type: none"> ▪ Demonstrated knowledge of Highway Traffic Act, MTO Traffic Manual, O.Reg 239/02 of the Municipal Act, TAC standards, and leading best practices in municipal roadway design and operation. ▪ Demonstrated knowledge of Ontario Safe Water Drinking Act, associated regulations and compliance reporting. ▪ Demonstrated knowledge of development needs in growing community. ▪ Previous experience in preparation, implementation and monitoring of multi-million dollar operating and capital budgets ▪ Positive track record of leadership and success in shaping inclusive team culture through coaching, mentorship and individual performance management in both unionized and non-unionized setting.
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Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
 Manager

Approved By: _____
 Chief Administrative Officer

Date: _____