

## ESQUIMALT POSITION DESCRIPTION

Pos. No: 137

**EFFECTIVE DATE: 2016**

Amended: March 9, 2021

Approved by: Director of Engineering & PW

<b>Position Title:</b>	Manager of Public Works
<b>Department/Division/Section:</b>	Engineering and Public Works/Public Works

### POSITION FUNCTION

Reporting to the Director of Engineering and Public Works, the Manager of Public Works is responsible for managing Public Works operations, programs, and services. This position plays a strategic role in managing and developing departmental policy as well as the human, financial, and technical resources necessary to run an efficient public works department. The Manager works with the Director to integrate the Township's corporate values of accountability, integrity, respect, service excellence, and passion into the day-to-day operations of the department.

### KEY DUTIES

#### **Service Delivery**

Plans, organizes, and manages delivery of operations, programs, and services related to: drains, Class 2 sewer collection system (gravity & lift stations), utilities, streets & roads, sidewalks, traffic signals, painting, street lighting, bus shelters, parks maintenance, refuse collection and kitchen scraps within the municipality.

Manages and schedules the operational needs for personnel and materials required to service and maintain the District of View Royal's sanitary lift stations and household grinder pumps.

Plans and provides training on technical, development, and certification requirements (e.g., sewer system/mechanics) in order to meet a high level of operational knowledge and licensing requirements from provincial regulators.

Establishes and manages daily work priorities - including those that require immediate attention - and schedules both short and long-term workflow by assigning staff accordingly.

Meets with members of the public, contractors, outside agencies and other municipalities to resolve issues of mutual concern.

Deals with utility company representatives and the City of Victoria's Water Department concerning in ground and or above ground installation and/or repairs by municipal crews.

#### **Budgeting**

Manages all aspects of the Public Works Department's annual operational and capital budgets.

Assists the Director in the development of Public Works supplemental and capital budget proposals.

#### **Projects**

Undertakes planning, tendering administration, and project/contract management of operational/capital projects for projects related to infrastructure maintenance.

#### **Fleet Operations**

Manages and develops fleet replacement strategies for the Township and develops and maintains actual costs analysis for fleet rental rates for in-house and outside projects.

Writes and administers tender documents for the acquisition of new and replacement vehicles and equipment.

Develops fleet specifications for right sizing of replacement vehicles and equipment.

Projects and reviews schedules for any new municipal vehicle requirements.

### **Stores**

Supervises the day-to-day activities and purchases of the Buyer/Storekeeper.

Approves larger purchases, liaises with all other departments to ensure they are getting the materials and goods needed to run as cost effectively and efficiently as possible.

### **Administration & Leadership**

Hires, leads, motivates, and supervises Public Works operations staff and ensures their proper work and safety orientation and training.

Conducts performance evaluations and takes remedial action if required.

Manages issues related to Collective Agreement administration including Step 1 of the grievance procedure.

Oversees approval of daily time sheets, employee overtime, vacation, and sick leave requests.

Conducts safety and work-related meetings with staff.

Develops, maintains, and implements safe and efficient work methods and techniques consistent with corporate safety policies and current WorkSafeBC (WSBC) Health and Safety requirements and related legislation. Co-chairs the Public Works Health and Safety Committee.

Mentors and instructs Supervisors, Chargehands and the support staff on methodology and safe work procedures.

Directly supervises the Chargehands as well as the Labour, Refuse Collection, Mechanics, and Equipment Operator pools.

Investigates all workplace incidents, particularly those that involve lost time or variance from established safe work procedures.

Conducts discussions/correspondence with WSBC regarding employee claims, appeals, orders, etc.

Provides oral and written reports to the Director on Public Works activities, administrative matters and other issues.

Performs other duties related to the Public Works function as required.

### **Asset Management:**

Works with the Manager of Engineering and Director of Engineering and Public Works to manage and coordinate asset management activities.

## **INDEPENDENCE**

Reports to the Director of Engineering & Public Works and is a key member of the corporate management team.

Directly manages PW Supervisor, PW Technical Support, Mechanics Supervisor, Chargehands, Mechanic, Buyer/Storekeeper, and Skilled Workers.

Works with the Manager of Engineering to develop and maintain effective procedures and communications for common activities and projects.

The Manager works directly with their staff, departmental directors, managers, union representatives, and staff in other departments and/or agencies.

Work is generated by Council, the Director of Engineering & Public Works, policy requirements external stakeholders, and on the Manager's own initiative.

Work is reviewed through reports and discussions with the Director. Issues such as major expenditures, the discipline of employees, and deviations from established policies and procedures are discussed with the Director.

Works with other municipal and regional governments on common interest initiatives.

## **WORKING CONDITIONS**

### **Physical Effort:**

Must manage Public Works operations in all weather conditions (during rain, wind & snow storms; natural or man-made disasters).

### **Mental Effort:**

Meet multiple deadlines despite numerous priorities or requests for Public Works resources.

Deal with employee complaints, grievances and decide discipline, if appropriate.

Deal with public complaints and negative comments. (often)

Short periods of intense concentration while writing reports. (often)

### **Visual/Auditory Effort:**

Focus on plans and printed documents for short periods. (occasional)

Listen and respond to public complaints. (often)

### **Work Environment:**

Office. (often)

Outside worksite. (often)

## **KNOWLEDGE, KEY SKILLS, AND ABILITIES**

Promote, incorporate and role model the Township's core values into all program activities:

**Accountability** – we are transparent and take responsibility for our policies, our decisions and our actions.

**Integrity** – we practice high standards of ethical behaviour and open communication that inspires trust.

**Respect** – we value people and treat everyone with dignity and fairness.

**Service Excellence** – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

**Passion** – we approach our work with conviction and enthusiasm.

Knowledge of infrastructure systems, project management, and the principles and practices involved in the administration and operation of municipal public works and engineering.

Proven experience in providing supervision, leadership, and direction to unionized staff, including the ability to train and develop staff, conduct performance reviews, and apply corrective discipline in a unionized environment.

Thorough knowledge and understanding of the application of management principles, administration, financial and budgetary process, and information technology systems.

Extensive knowledge and background in contract administration, including experience with public procurement processes.

Ability to communicate effectively verbally and in writing, prepare proposals, and conduct

presentations as necessary.

Excellent analytical, organizational, problem-solving and decision-making skills to effectively handle a variety of competing tasks and priorities with a commitment to excellent service delivery.

Ability to establish and maintain effective and collaborative working relationships with staff and Council, as well as with other representatives of government, external agencies, and the general public.

Excellent working knowledge of current WSBC occupational health and safety regulations as applicable to all public works activities.

Ability to write safe work procedures as required by WSBC.

Technical computer skills including knowledge of MS Office software (e.g., word processing, spreadsheet and database) and software related to public works and engineering.

#### **QUALIFICATIONS:**

##### **Formal Education, Training, and Occupational/Professional Certification:**

Diploma in Civil Engineering Technology at an institute of recognized standing.

Current and valid class 5 B.C. driver's license.

Ability to secure Class 3 with air, if required.

##### **EXPERIENCE:**

Minimum of five years progressively responsible management experience including meaningful supervisory experience, preferably in an engineering or public works environment.

##### **OR:**

An equivalent combination of relevant education, training, and experience.

#### **OTHER**

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.

May be required to provide criminal record clearance(s) related to the position.