



Township of Southwold

POSITION DESCRIPTION

1. Position Title:

- a. Public Works Superintendent

2. Reporting Relationship:

- a. Reports to the Director of Infrastructure and Development Services

3. Positions Supervised:

- a. Road Maintenance Employees
- b. Seasonal Winter Control Employees
- c. Summer Students

4. Scope of Position:

- a. Under the supervision of the Director of Infrastructure and Development Services, effectively and efficiently manages, supervises, coordinates and directs all day-to-day activities of the Public Works Department according to the CUPE Collective Agreement, Township Policies, Elgin County Road Maintenance Agreement, applicable legislation, and best practices.
- b. Responsible for the procurement of equipment, supplies and services, as well as assisting in the development of the annual departmental capital and operating budgets for the Public Works Department.
- c. Represents the Township and Elgin County in legal claims arising from accidents on roads and sidewalks.

5. Responsibilities:

- a. Directs all maintenance and operational activities on roads and related infrastructure under the Township's jurisdiction, as well as all county roads within the municipality in accordance with the Elgin County Road Maintenance Agreement.

- b. Deployment, scheduling and direction of Public Works personnel and equipment required to carry out regular or emergency maintenance and operational services associated with the Public Works Department.
- c. Prepares and implements preventative road maintenance schedules.
- d. Ensures roads and sidewalks are patrolled on a regular basis in accordance with municipal/provincial/federal standards.
- e. Responsible for the purchase of supplies, equipment, and services for departmental use in accordance with the municipality's procurement policy.
- f. Ensures a high standard of maintenance and operations in accordance with municipal and other levels of government legislation, policies and procedures for all facilities and infrastructure pertaining to public works operations and services within the Corporation.
- g. Utilizes Township works management software to create, assign, and track all work activities, employee and equipment time, and materials.
- h. Fleet and Equipment
 - i. Responsible for the vehicle, equipment, and materials inventory.
 - ii. Storage and protection of all vehicles, machinery, tools, materials and equipment owned by the municipality.
 - iii. Ensures that all maintenance is performed and authorizes all external repairs as needed.
 - iv. Ensures that all MTO vehicle inspections are performed as required.
 - v. Recommends to the Director, the purchase, rental, lease and/or replacement of equipment.
 - vi. Works with finance staff to maintain an accurate inventory of fleet assets, tracks acquisitions, maintenance, and disposals.
- i. Responds to and investigates complaints from the public; maintains records and reports.
- j. Communicates with the public on various matters relating to the Public Works Department; ensures effective public relations between the Corporation, its

officials, ratepayers, public at large, Provincial and Federal representatives, and other affected agencies and individuals.

- k. Prepare reports for Council and senior staff on department activities, project status, asset condition, and service levels. May be required to attend meetings of Council or Committees to present information.
- l. Maintains knowledge, skill and expertise at a high level by taking advantage of training opportunities offered through seminars, conferences, workshops, briefing sessions and selected reading.
- m. Carries out other work-related duties as assigned by the Director of Infrastructure and Development Services.
- n. Provides leadership and direction, in a Unionized environment, to full-time, part-time, summer students, casual and seasonal employees.
- o. Manages the workforce in accordance with the collective agreement, established practices and personnel policies. Recommends modifications to programs, policies and procedures as appropriate.
- p. Conducts regular performance evaluations of Public Works Department employees as required.
- q. Recommends staffing levels, disciplinary actions and termination actions to the Director of Infrastructure and Development Services. Executes disciplinary action as required. Is a member of the hiring selection committee as required.
- r. Maintains discipline in the Public Works Department.
- s. Ensure all operations meet safety standards and regulatory compliance (OHSA, MOL, MOECP, ESA, MTO regulations).
- t. Ensures the development of the Public Works Department through training and educational programs to ensure that personnel are competent and capable.
- u. Fosters and maintains a good working relationship with local and national representatives of CUPE Local 35.7.
- v. Assists with preparation and administration of the Public Works Department's annual operating, capital budgets and ten-year capital plan. Discusses proposed budgets and forecasts with the Director of Corporate Services/Treasurer and Director of Infrastructure and Development Services.

- w. Manages services within the limits of the approved budgets, purchases materials and supplies according to budget limitations and municipal procurement policy.
- x. Reviews and approves all accounts receivable and accounts payable invoices related to the Public Works Department prior to billing and payment.
- y. May be called upon to assist and/or participate with the Emergency Operations Centre in the event of an Emergency.
- z. Member of the Health & Safety Committee, if required.

6. Authority of Position

- a. Authority to oversee all aspects of the Public Works Department operations within approved legislation, policies, procedures and approved budgets.
- b. Represents the Township for road operation activities.

7. Working Relationships:

- a. With the Director of Infrastructure and Development Services - Receives direction and guidance, as required. Provides advice and discusses plans and priorities, refers unusual problems.
- b. With Council – May be called upon to provides policy, technical and operational advice and information.
- c. With External Agencies – Exchanges information with outside government and public agencies regarding the roads department's activities as required. Represents the best interests of the Township.
- d. With Other Staff Members – Usual cooperation and courtesy; maintains a high level of communication on road activities for customer service purposes.
- e. With the Public – Provides the public with information about projects, programs, policies and services of the roads department while ensuring polite and tactful relations.

8. Knowledge, Skills and Qualifications:

- a. Successful completion of the Certified Road Superintendent (CRS) Certificate and/or equivalent experience. A Certified Engineering Technologist certificate would be considered an asset.
- b. A minimum of 5 years progressive experience in municipal public works operations, including at least 2 years in a supervisory capacity.
- c. Experience managing/supervising in a unionized environment.
- d. Strong understanding of municipal infrastructure systems and maintenance best practices.
- e. Proven ability to lead teams and manage projects in a collaborative and safety-first manner.
- f. Competent with MS Office, Work Order/Asset Management (Citywide preferred), GIS and other software systems.
- g. Excellent communication, organizational, and problem-solving skills.
- h. Possess and maintain a valid current "DZ" Drivers License, maintains clean driving record acceptable to the Township's insurance carrier. Maintains a clean CVOR License Record.
- i. Be competent within the meaning of the Occupational Health & Safety Act.
- j. Be compliant with all provisions of the Ontario Occupational Health and Safety Act that are related to "Duties of a Supervisor" and "Duties of a Worker."
- k. Current First Aid/CPR.

9. Working Conditions:

- a. Work is split between a public office environment, Public Works Shop, roadways and on-site locations throughout the municipality. Work is subject to tight deadlines; shifting priorities and frequent interruption. Able to respond to public inquiries after hours and take required action on short-notice for emergency work and call-outs.
- b. Several kilometers of traveling required to meet the demands of the position.

Some exposure to inclement weather, noise, dust and physical hazards on roads and job sites.

- c. Usual hours of work are 40 hours per week Monday – Friday. There may be the requirement for after-hours and weekend work for emergencies, storm events and serious accidents.

10. Impact of Error:

- a. Judgment errors could lead to ill-conceived policy making and ineffective decision making as well as confusion, costly duplication of effort, poor morale and possible financial, legal and political repercussion.
- b. Poor planning and mismanagement would result in poorly maintained infrastructure and facilities. Lack of organization would result in financial loss and equipment breakdown which in turn would cause annoyance, embarrassment and loss of public faith in the Corporation's ability to provide services.

11. Wage Grid Level:

- a. Grade 15