



POLICY & PROCEDURE

Title: Director of Public Works & Utilities

Category: Public Works

Date: December 11, 2018

Authority: CAO

Policy No: 8.3.3

POLICY STATEMENT:

This policy statement establishes the job description for the position described herein.

POLICY

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is out of scope.
2. This position involves all aspects of management of the Public Works Department to include but not limited to planning of works to be performed within the Public Works areas of responsibility.
3. This position involves overseeing operations to ensure the delivery of sustainable, high quality, cost effective and socially and environmentally responsible services
4. The structure of the Public Works Director position is segmented into Transportation Services & Maintenance.

DUTIES AND RESPONSIBILITIES:

- Participating with senior managers in the development of departmental strategic direction, organizational and performance outcomes, priorities and administration
- Responsible for the co-ordination of departmental activities.

- Preparation of operating and capital budget estimates.
- Ensures that expenditures are within the Council-approved budget.
- Participates in the appointment, promotion, demotion, transfer or dismissal of staff.
- Assists in the prompt and proper handling of all requests, inquiries or complaints by the Public.
- Attends all regular Council meetings unless approved otherwise by the Council or Chief Administrative Officer.
- Ordering of parts and materials in relation to repairs of equipment, streets, roads, water and sewer infrastructures.
- Ensures the proper placement of remains at the cemetery.
- Ensures the proper operation and maintenance of wells and water treatment plant so as to provide potable water which meets or exceeds guidelines as set out by Saskatchewan Environment.
- Co-ordinates periodic training sessions to ensure all employees have the ability to perform their jobs confidently.
- Provision of a monthly report to Council including activities of work force, staff absences, water consumption and equipment repairs.
- Provides Council with information regarding condition of equipment from time to time.
- To oversee a maintenance program throughout an on ongoing basis on all equipment utilized by the Town.
- To oversee the maintenance and operation of the municipal water and sewer infrastructures, including but not limited to, underground lines, wells, lagoons, and treatment facilities.
- To oversee the operations and the maintenance of municipal road systems and solid waste disposal sites.
- To direct the Shop Foreman on daily tasks and jobs.
- To oversee the scheduling of on-call staff.
- All other duties as may be assigned by the Chief Administrative Officer.

POSITION REPORTS TO:

CAO

SALARY/WAGE:

As negotiated with CAO/Council.

QUALIFICATIONS AND CREDENTIALS

Preferred qualifications and credentials:

- Grade 12 education or equivalent.
- A valid Driver's License.
- Experience in all facets of operation, repairs and maintenance of equipment, streets, roads, water & sewer infrastructures, and Landfill.
- Water Treatment Class 2
- Water Distribution Class 2
- Wastewater Treatment Class 2
- Wastewater Collection Class 2
- Chlorine Gas Certification
- Possession of First Aid and CPR Certificate.
- Minimum 5 years' experience in a supervisory role.
- The ability to deal with the public in an effective and professional manner.
- Exemplary problem solving and communication skills.
- Ability to coach and train Public Works Staff.
- Excellent research, organizational, time and project management skills.
- Bondable.

Document Revision History

Previous revision history not tracked
Dec 11, 2018