Public Works Manager - Job Description

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**Title: Public Works Manager**

**Reports to: Mayor**

**Summary**

The Public Works Manger is empowered to uphold the high-quality level of service that the City of Winfield's Public Works department offers to its citizens. This position involves all public works job duties as needed while effectively motivating and directing the Public Works personnel in undertaking all the work that is required to maintain and grow Winfield. This includes water, wastewater, and roadways infrastructure. The manager works closely with all City Personnel to maintain this linear infrastructure as well as the maintenance of vehicles, equipment, materials, and facilities within the Public Works department.

Other responsibilities will include planning and fiscal management. The Manager’s goal is to efficiently engage and utilize all personnel, materials, and equipment to their highest capacity in accordance with City policies, procedures and regulations.

**Skills Needed**

* Accountability and Dependability
* Adaptability/ Flexibility
* Coaching and Mentoring
* Communication
* Creative and Innovative Thinking
* Customer Focus
* Decision Making and Judgment
* Development and Continual Learning
* Enforcing Rules, Policies and Regulations
* Ethics and Integrity
* Leadership
* Mathematical Reasoning
* Mediating and Negotiating
* Planning and Organizing
* Problem Solving
* Providing Consultation
* Quality Orientation
* Result Focus
* Staff Management
* Teamwork
* Time Management

**Job Duties**

The Public Works Manager undertakes all the tasks required to complete the work required of the Public Works Department in conformance with the City's Policies and Bylaws, and any other governing rules or regulations.

This work includes:

Infrastructure Maintenance Knowledge, including:

* Street Maintenance, including but not limited to gravelling, grading, patching, crack sealing, line marking, oiling, snow removal, sanding, and de-icing walks
* Traffic Control, including but not limited to, the maintenance of street signs, traffic control signs and traffic signals
* Drainage, including but not limited to, clearing debris and ice blockages from catch basins, and removing weeds and debris from ditches
* Mosquito Control
* Maintenance of the sewage lagoon, pump house and lift stations in the sewage system
* Maintenance of the sewage collection mains and house service connections within Town streets, including sewer augers
* Maintenance of the water distribution system and house service connections within City streets
* Maintenance of valves and fire hydrants
* sidewalk repairs
* Maintenance of water vending station
* Installing, repairing and inspection of water meters
* Turning on or off water services on an as required basis
* Parking lot and City yard maintenance
* Utilization of Work Order and Asset Management software, as well as Microsoft and Outlook email

Planning, including:

* Daily and seasonal planning for implementation of infrastructure maintenance
* Department planning goals and objectives shall be focused on achieving the City's mission and Council priorities as they relate to the City's Public Works infrastructure in consultation with the mayor

Budgeting, including:

* Advising the Mayor of needed equipment and supplies at budget for Council approval
* Scheduling/timing and implementation of budget related projects
* Monitoring the budget
* Appropriate use of purchase orders
* Ordering supplies for in-and-out-of-shop use; maintain inventory list

Asset Management Knowledge, including:

* Monitoring, maintaining and repairing all Public Woks vehicles, equipment, materials, and facilities
* Utilization of Work Order and Asset Management software

Personnel Management, including:

* Providing leadership and working with staff to develop and retain highly motivated and competent, customer service-oriented staff
* The hiring of new personnel with the approval of the Board of Alderman
* Monitoring performance requirements and personal development targets

Responsible for safety: including:

* Ensure that all personnel are informed of potential dangers and compliant with all City safety procedures and policies. This includes notifying utility companies to locate underground utilities when required (locates for any type of ground disturbance).
* Manages the Building Department including Inspections and Permits
* Ensure City water and sewer lines are located for contractors.
* Organizes and directs staff including conducting staff performance evaluations
* Disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Policy Manual
* Makes recommendations on compensation and other rewards to recognize performance
* Must be able to work with Emergency Management and various organizations during a flood and/or any major emergency

Communications, including:

* Establishing a working relationship with staff, co-workers, Alderman and Mayor as well as Citizens, Contractors and Vendors
* Advising the Mayor of issues with assets
* Attending all necessary meetings including with staff, contractors, the department, other City management, and council meetings as directed
* Providing monthly reports at Board meetings

In addition to the regular work listed above, the Manager is required to assist in emergencies and arrange equipment during emergencies and may be required to undertake other duties as assigned from time to time by the mayor.

**Requirements**

* Grade 12 education or GED
* Experience in Managing personnel
* Strong working knowledge of the principles and practices of HR management and supervision.
* Experience as an operator of all types of city’s owned equipment
* Understanding of theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions
* Ability to plan, direct and integrate broad, comprehensive public works and utilities programs and activities
* Ability to communicate clearly and comprehensively in person, one-on-one or in groups, and in writing via reports and email
* Ability to use Work Order and Asset Management and other computer software
* Ability to establish and maintain effective working relationships with other city staff, Council, other governmental and regulatory officials, private and community organizations, developers, contractors and others encountered in the course of work.
* Ability to analyze maintenance issues and problems
* Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action
* Ability to understand, interpret, explain and apply local, provincial and federal laws and regulations governing public works and utilities services

**Work Conditions**

* Must be physically capable of performing a wide variety of physical tasks including walking, running, sitting, lifting, crouching, or kneeling for extended periods of time
* Use of Personal Protection Equipment will be required (e.g. hard-hat, safety boots, etc.) when required
* May work near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
* May work at high elevations and in confined spaces
* Will interact with employees, management, and the public at large
* Must be able to lift, push, pull, or carry (50lb) objects
* May be required to attend evening meetings
* May be required to respond to emergency situations

**Reviews**

* A review will be conducted by the mayor at the 3-month mark, the 6-month mark and annually, with a view towards evaluating the performance of the assigned duties and responsibilities, setting short and long-term goals and objectives, identifying and developing solutions to challenges

**Term & Salary**

* This position is an Exempt full-time Salary position consisting of 90 hours per bi-weekly pay period
* Work Hours will be 7:00 am to 5:00 pm Monday through Friday with a 1-hour Lunch daily
* The starting salary for this position is $50,000.00 and will be based on skills and experience

**Benefit Package**

Competitive package: including:

* Paid Sick leave
* Training & Development Pay
* Civic Duty Pay
* Military Leave Pay
* Bereavement Leave Pay
* Vacation
* Paid Federal Holidays
* Health Insurance
* Life Insurance
* Lagers Retirement