

RURAL MUNICIPAL OF PINEY JOB DESCRIPTION

Public Works Supervisor

POSITION SUMMARY: Under the direct supervision of the Chief Administrative Officer, the Public Works Supervisor's responsibilities shall be to manage the works and infrastructure within the Municipality including the Roads, Drains and Waste Disposal Grounds of the Municipality. The Public Works Supervisor shall plan, organize and supervise facility and infrastructure maintenance and repair programs. The Public Works Supervisor will also be responsible for the vision and the ability to further enhance the RM of Piney.

Reports to: Chief Administrative Officer

DUTIES:

1. Manages the Operations of the public works operations by:

- coordinate with Manitoba Department of Highways;
- coordinating work priorities and schedules to ensure continuity of services;
- maintaining detailed records and files on maintenance activities and costs;
- assist in the development of a detailed plan to identify present and future maintenance requirements;
- develop and maintain a maintenance schedule for Municipal infrastructure
- maintain a detailed inventory of supplies including condition reports;
- ensuring all standards for workplace safety and health are met;
- assist in complying with provincial regulations respecting waste disposal grounds;
- scheduling of projects and developing cost estimates for use in budgetary projections;
- responding to all emergency call outs as required;
- assisting in the scheduling of projects and developing cost estimates for use in budgetary projections;
- providing information required for billing for custom work or sale of goods or services;
- determine when snow clearing of streets and roads is required and ensuring it is done in an organized manor;
- manage and supervise various programs to include, but not limited to: beaver removal, brushing, street repair, gravel, signs and drainage;
- assist the Chief Administrative Officer in the preparation of the annual operating budget as it relates to Transportation Services;
- informing the Chief Administrative Officer of suggested changes to by-laws, policies, and procedures; and
- manage & supervise private contractors, to include:
 - plan work to be performed;
 - assign and direct as to the duties and work needed;
 - arrange for necessary supplies, facilities and equipment for contractors designated to specific work;
 - provide instruction on the duties to be performed;
 - monitoring contractors in the performance of their duties and provide direction as required
 - inspect and co-ordinate the work performed by the contractors;

- supervising contractors in the performance of work contracts
- checking time sheets/cards as to work performed;
- approving time cards
- scheduling workload for contractors designated to Public Works during an emergency

Such direction does not include activities as they relate to:

- Hire, promote, demote, discipline or discharge contractors;
- Perform other general supervisory or municipal functions.

2. Develops and implements a detailed plan for the maintenance and replacement of Municipality services by:

- inspecting streets, roads and other Municipality facilities for possible deterioration and ensuring the necessary repairs are carried out
- developing a detailed plan to identify present and future maintenance
- developing a detailed plan to identify present and future infrastructure servicing and facility requirements
- preparing preventative maintenance schedules and programs

3. Provides Administrative Support to the Chief Administrative Officer by:

- assisting in the preparation of the annual Transportation Services budget
- investigate and respond to complaints and concerns at the direction of the CAO
- preparing semimonthly Public Works reports and recommendations for Council as required
- informing the Administrator of required changes to by-laws and policies

4. Other Duties

- other duties as assigned by the Chief Administrative Officer or designate

5. Authority for Expenditure

- the Public Works Supervisor spending authority shall be as per the Purchasing Policy.

SPECIFICATIONS

Education, Knowledge and Experience

- Grade Twelve (12) education
(working Microsoft Office including Word & Excel)
- interpersonal skills to deal with the public and other employees
- organizational skills
- Class 5 license and transportation
- minimum of five years' experience in the Public Works or road construction/maintenance

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the

course of carrying out the duties of the position and will keep all proceedings in the office in confidence. Confidentiality is paramount; no information ascertained at work will be discussed outside of the Administration Office except for work purposes.

Working Conditions

This position is Full-time.

Minimum Requirements:

Class 1	-new employee to position
Class 2	-minimum six (6) months experience and performing to an acceptable standard
Class 3	-minimum one (1) year experience and performing to an acceptable standard
Class 4	-minimum two (2) years experience and performing to an acceptable standard
Class 5	-minimum three (3) years experience and performing to an acceptable standard
Class 6	-minimum four (4) years experience and performing to an acceptable standard
Class 7	-minimum five (5) years experience and performing to an acceptable standard
Class 8	-minimum six (6) years experience and performing to an acceptable standard
Class 9	-minimum seven (7) years experience and performing to an acceptable standard
Class 10	-minimum eight (8) years experience and performing to an acceptable standard

Adopted: July 13, 2010
Revised: December 17, 2013