



# Portugal Cove St. Philip's

Town of  
Portugal Cove-St. Philip's

## **Position Description**

### Public Works Manager

May 2021

<b><u>Position Title:</u></b>	<b>Public Works Manager</b>
<b><u>Salary Classification:</u></b>	<b>Employment Contract, Non-Union</b>
<b><u>Department:</u></b>	<b>Public Works</b>
<b><u>Status:</u></b>	<b>Management</b>

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***Classification Function:***

The primary function of this position is to effectively motivate and provide guidance to all positions within the Public Works Department while assisting the Director of Public Works in departmental planning, fiscal management and administration.

***Primary Responsibilities:***

- Departmental personnel management
- Infrastructure maintenance
- Planning
- Budget
- Asset Management
- Communication

***General Overview of Responsibilities:***

The Public Works Manager is a non-union, managerial position with the Town of Portugal Cove – St. Philip’s assuming the responsibility maintaining the high quality level of service that the Public Works Department offers the residents of the Town. This managerial position works closely with the Director of Public Works daily to effectively oversee general operations in all three divisions and provide guidance and support in the maintenance of infrastructure, equipment and facilities within the department. The Public Works Manager is responsible for the engagement and utilization of all personnel, materials and equipment to their highest capacity in accordance with Town policies, procedures and regulations.

***Professional Qualifications:***

The Public Works Manager will have a degree or diploma in Engineering Technology with a minimum of three (3) years’ experience in the field. Preference given to Geotechnical / Civil

engineering. An equivalent combination of education and experience may be considered. Experience in concrete / asphalt inspection would be considered an asset.

The Public Works Manager must possess a driver's license valid in Newfoundland and Labrador and be eligible for coverage under the Town's insurance policy (and maintain continuity).

***Knowledge, Skills, & Abilities:***

- Extensive knowledge of municipal operations and infrastructure management;
- Superior interpersonal and communications skills;
- Superior knowledge of site inspections;
- Proficient knowledge of current OHS standards and policies;
- Proficient knowledge of industry standard software such as Civil 3D, AutoCAD, ArcGIS, and Microsoft Office;
- Ability to mentor and motivate team members;
- Ability to analyze data and prepare detailed reports and recommendations;
- Ability to prepare and evaluate contracts and tenders;
- Ability to effectively read and interpret engineering drawings;
- Knowledge of surveying equipment and practice;
- Proficient leadership and conflict management skills;
- Ability to develop budgets and identify capital requirements;
- Project management skills.

***Physical Requirements:***

- Combination of office and field work environment;
- Field work related to inspections and oversight of projects with exposure to inclement weather conditions, outdoor construction environments, vehicular traffic, toxic/caustic substances, fumes and odors;
- Exposure to chemicals, live sewer and other hazardous materials;
- Frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle or feel and lift and/or move 20 pounds.

***Key Contacts/Relationships:***

External:

- Contractors
- Suppliers
- Municipal Counterparts

- Other Governmental Bodies
- Town Residents

Internal:

- Town Staff
- Committees of Council
- Council

***Reporting Structure:***

This position reports directly to the Director of Public Works and Planning and Development.

***Salary and Benefits:***

Salary range to be outlined in employment contract. Benefits as outlined in the PCSP Non-Union Compensation Philosophy.

***Duties:***

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of a duty does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**SPECIFIC POSITION DUTIES:**

- Responsible for the day-to-day management of all aspects of the Town's outside operations;
- Develop and implement seasonal and preventative maintenance programs;
- Develop operating procedures and policies for the department;
- Assessment of departmental service levels and performance and adjustment as required;
- Preparation of tenders, bids, contracts, and request for proposals in conjunction with procurement for goods, equipment and services necessary to Town operations;
- Ensure compliance with regulations and legislation required for operations;
- Assist the Director with implementation of capital works projects, infrastructure improvements & maintenance;
- Assist Director in developing and monitoring the operational budget and prepare recommendations to Council on initiatives and/or budgetary directives;
- Participate in interdepartmental procedures for communications and public notifications;
- Inspection of new infrastructure prior to acceptance for maintenance;

- After hour emergency response when necessary;
- Maintain knowledge of industry trends and identify training opportunities as required;
- Maintain appropriate departmental records;
- Provide leadership support for the Town Foreman and Lead hands, as well as conduct performance evaluations with subordinate staff;
- Ensure that all safety and security procedures are in place and followed by all personnel;
- Other duties as required.

Accepted by:

Behalf of Council: \_\_\_\_\_ Date: \_\_\_\_\_

Behalf of Management: \_\_\_\_\_ Date: \_\_\_\_\_

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