



The Corporation of the Township of Hamilton

JOB TITLE	Manager of Public Works
DATE UPDATED	2018
INCUMBENT NAME	
DIVISION/DEPARTMENT	Public Works
REPORTS TO	Chief Administrative Officer

Job Summary

Under the direction of the C.A.O., the Manager of Public Works (“Manager”) provides technical expertise and practical knowledge to assist the C.A.O. in the decision making process of the department. The successful applicant will play a key role in the management and continuous improvement of the department including the development and implementation of programs plus inspection of construction projects related to roads and bridges. The Manager assists in preparing and implementing multi-year capital work plan in conjunction with the overall budget, goals and objectives of Council.

Key Responsibilities and Accountabilities

- Under the administrative direction of the C.A.O., directs the activities of the Township Roads Department including reconstruction, winter control operations, ditching, culvert and roadside maintenance
- Supports the operations of Municipal drinking water systems. Provides technical support and leads the preparation of municipal services tenders and contracts
- Liaises with consulting engineers and act as Municipal inspector on reconstruction projects
- Coordinates Department projects with other Township departments and outside agencies as necessary
- Reviews and evaluates work methods and procedures, and makes recommendations for efficiency enhancements
- Leads in the development and administration of the departments operating and capital budget
- Establishes and maintains effective and cooperative working relationships with staff, the management team, community groups, governmental bodies, Council members, and the public

- Delivers effective oral and written presentations and communicates effectively with Municipal Council and the management team
- Composes bid documents for purchase of services and goods
- Advises and supports the C.A.O. and Municipal Council
- Attends Management meetings as scheduled, or as required

Academic/Educational Requirements

- Post secondary education (college or university) in civil engineering or a related field
- C.E.T. is required
- Certified Roads Supervisor (CRS) considered an asset

Skills/Experience Requirements

- 5 years of management experience preferably in public works operations
- Knowledge of administrative principles and methods, including program development, budget preparation, and contract preparation, evaluation and administration.
- Extensive knowledge of current principles, practices, and techniques of municipal public works construction and operation, including streets/roads, and storm water management and drinking water systems
- Excellent human resource management, leadership, administrative and organizational skills
- Ability to communicate effectively both verbally and in writing.
- Knowledge of asset management an asset
- Demonstrated knowledge of applicable Municipal, Provincial and Federal laws, by-laws and regulations
- Thorough knowledge of the Occupational Health and Safety Act and other safety regulations pertaining to the work of the department
- Computer proficiency in standard MS business applications
- Valid “G” driver’s licence as a minimum. Class “DZ” considered an asset.
- Ability to work extended hours as required

Reporting Relationship

- This position reports directly to the C.A.O.
- Together with the Roads Foreman, 12 direct reports and the summer students report in to this position

Working Conditions

- Generally regular office conditions exist
 - Exposure to heavy equipment, related noise dirt and fumes at various times
 - Outside work in all weather conditions will be required occasionally
 - Operation of a ¾ ton truck with plow and sander will be required
 - Required to be on call to respond to adverse weather related conditions or unexpected maintenance concerns. (NOTE: The Manager is on call every second weekend.)
 - Wearing and/or use of personal protective equipment will be required
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Incumbent Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____