



# Nackawic-Millville

RURAL COMMUNITY

## DIRECTOR OF PUBLIC WORKS & UTILITY JOB DESCRIPTION

**POSITION TITLE:** Director of Public Works & Utility

**REPORTS TO:** Chief Administrative Officer

**POSITION SUMMARY:** This full time, permanent position is part of the Municipal Administration and considered non-union. The Director of Public Works & Utility is responsible for the day-to-day management, administration and delivery of all municipal works programs and services in order to ensure that residents receive effective and appropriate services.

### **SCOPE:**

Reporting to the Chief Administrative Officer, the Director of Public Works & Utility will oversee all municipal works operations. The Director will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

The Director of Public Works & Utility is responsible for the management and daily operations of the department, including planning, scheduling and directing employees of duties and tasks. The Director will oversee the maintenance of the municipality's infrastructure, roads/streets, sidewalks, water/sewer services, facilities, vehicles and equipment. He/she must supervise and lead department employees in an effective manner to ensure a positive work environment. He/she must also respond to concerns and complaints of residents in a positive and courteous manner.

### **DUTIES & RESPONSIBILITIES:**

#### **Municipal Transportation Services:**

- Perform inspections and coordinate the maintenance and repairs of sidewalks, roads, streets, shouldering and drainage systems.
- Plan and supervise the road/street maintenance program including salting and snow removal from streets and sidewalks during winter operations.
- Monitor road signs, street markings, including crosswalks.

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- Ensure proper record keeping and maintenance of municipal owned vehicles, machinery and equipment, including ordering supplies and scheduling inspections.
- Conduct inspections of municipal facilities and schedule necessary maintenance and repairs.

**Water and Wastewater Systems:**

- Manage the operations of the water distribution system to ensure clean public water supply and that water quality standards are met.
- Manage the wastewater treatment plant to ensure the proper treatment and disposal of sewage.
- Conduct regular inspections of water, sanitation and storm sewer systems.
- Ensure that maintenance records are documented and testing requirements are followed.
- Complete the required quarterly and annual Water and Wastewater reports to Provincial Departments.

**Municipal Facilities:**

- Conduct inspections of municipal owned facilities and buildings.
- Make emergency repairs and coordinate repairs to buildings.
- Maintain fire protection systems and equipment (hydrants).
- Supervise landscaping and ground maintenance.
- Coordinate maintenance and repairs to structural, mechanical and electrical systems.

**Supervise Municipal Employees:**

- Manage the daily operations of the department including planning, scheduling and delegating work.
- Provide leadership and guidance to employees and summer students.
- Promote team work and a positive and healthy work environment.
- Provide opportunities for employee development and training.
- Ensure work place safety is practiced.
- Evaluate employee performances.
- Take corrective action when required.

**Administration of the Public Works Department:**

- Prepare department annual budgets for consideration, including capital assets.
- Manage department expenditures.
- Produce monthly activity reports for Council.
- Participate on the Public Works Committee and attend meetings. Attend Council and other meetings as requested.
- Establish preventative maintenance schedules.

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- Prepare plans for short term projects and manage applicable projects.
- Maintain Public Works and Utility inventories.
- Provide reports to government agencies, departments and other organizations as required.
- Ensure records are maintained.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Municipal Public Works & Utility operations management is required.
- Preventative and predictive maintenance programs.
- Operation of a water distribution system, wastewater treatment plant, equipment, building, road, street and sidewalk maintenance.
- Inspection procedures.
- Roads/streets maintenance and repair.
- Building maintenance.
- Knowledge of mechanical, plumbing, heating and electrical systems.
- Knowledge of heavy equipment operations.

**Skills**

The incumbent must demonstrate the following skills:

- Team leadership, management and supervisory skills.
- Ability to handle difficult and stressful situations with good judgement and discretion.
- Contract management skills.
- Analytical and problem-solving skills.
- Decision making skills.
- Effective written and verbal communications skills.
- Excellent computer skills (Microsoft Office, Excel, Outlook).

**Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- Well organized, demonstrate time management, ability to multi-task and meet deadlines.
- Flexible and able to work irregular hours from time to time.
- Demonstrate a dedication to the position and the public.
- Demonstrate tact, diplomacy and discretion.
- Strong interpersonal skills.

This is a key management position. Incumbent with a Civil Engineering Technologist degree is preferred and considered an asset. Other equivalent training and experience will also be considered. Minimum 5+ years previous experience in a management and supervisory capacity is required. Must possess a valid Driver's license.

**COMPENSATION, BENEFITS, HOURS OF WORK:**

- Compensation to be negotiated based on education/experience.
- Location of work is Public Works Garage/Municipal Hall and regular hours are as per administrative staff.
- Excellent Benefits and Pension Plan are as per the Personnel Policy.

**CERTIFICATION**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exclusive list of all responsibilities and activities required of the position.

Chief Administrative Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_