



## **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 is 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.

#### **Solid Waste Collection Services:**

- Oversee the operations of weekly household solid waste collection for each ward of the municipality and ensure garbage is collected efficiently and safely.
- Plan special or large item clean up days twice per year in each ward (Spring & Fall).
- Ensure vehicles and equipment are maintained and operational.
- Handle route adjustments in case of equipment breakdowns or staff absences.
- Respond to public complaints or concerns about waste collection services.

#### **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.

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**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.
- 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).