
TOWN OF BLIND RIVER

JOB DESCRIPTION

JOB TITLE: Director of Public Services

REVISED:

DEPARTMENT: Public Services

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DIVISION:

DIRECTLY RESPONSIBLE TO: CAO/Clerk

INDIRECTLY RESPONSIBLE TO: Council

MAIN PURPOSE:

To direct and manage appropriate performance of the Public Services Department, which includes the operation and maintenance activities associated with the Municipality's infrastructure. The infrastructure includes but is not limited to sewer, water, drainage, roads, bridges, sewage treatment, waste disposal, etc.

To implement the construction program approved by Council

To respond to general public inquiries and any concerns in accordance with procedures and guidelines established by Council

To ensure the Municipality is in compliance with all applicable Provincial and Federal directives

To provide advice and technical guidance to the CAO/Clerk and Council regarding sewer, water, roads, sewage treatment, waste disposal, etc.

To develop long term policies and procedures for the Public Services Department

KEY RESPONSIBILITIES:

1. Obtains, maintains and reviews appropriate and relevant information and government legislation that relates to the operations of a Public Services Department, such as the Environmental Assessment Act, Environmental Protection Act, Occupational Health and Safety Act, Highway, Traffic Act, etc.
2. Directs the operations of the Public Services Department including maintenance and construction activities
3. Prepares, for approval, the annual works program and assists the Treasurer in the preparation of the Public Services Department's operational and capital budgets
4. Recommends hiring, promotions, pay adjustments and disciplinary action for Public Services employees in accordance with the Municipality's policies
5. Reviews the monthly financial reports and where necessary, takes necessary corrective measures to remain within budget

6. Supervises consultants and contractors hired by the Municipality for related projects and municipal operations (i.e. PUC)
7. Maintains files, plans and records for infrastructure works and liability issues
8. Inspects dangerous conditions on Municipal properties and within established procedures and ensures the conditions are made safe
9. Reviews, on behalf of Council, all site plan agreements, subdivision agreements, consultants agreements, and meets with developers, planners and consulting engineers involved with those agreements and all related works to ensure quality control and oversees site inspections of these projects
10. To generally be responsible for the management of the Public Services department and the unionized staff within that department
11. Performs other duties as directed by the CAO/Clerk.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

EDUCATION/EXPERIENCE/SKILLS TRAINING

- Certified Engineering Technologist (CET) in the Civil Engineering field as designated by the Ontario Association of Certified Engineering Technicians and Technologists preferred
- Minimum of seven (7) years related experience, at least three (3) of which are in the Municipal sector
- Ability to resolve problems associated with the management of staff
- In depth knowledge of regulations, policies, and guidelines as they relate to Municipal operations and infrastructure
- Demonstrated experience in the management of a municipal Public Services Department
- Knowledge of computerized applications which assist engineering and public services operations
- Surveying and inspection experience
- Knowledge of sewer, water, road design and construction techniques
- Knowledge of construction equipment capabilities

- Strong supervisory and organizational skills
- Proven operations management
- Excellent oral and written communications skills
- Ability to provide effective leadership
- Knowledge of tendering and contract administration
- Public relations skills
- Valid Ontario Driver's License

WORKING RELATIONSHIPS:

Internal: Other departmental staff, Public Services Committee and Council

External: Liaison with other municipalities, Provincial departments, agencies and various contractors, including sewage & water treatment system and landfill site operators.

Suppliers of services and equipment

Coordinates with utility companies and others using municipal properties

WORKING CONDITIONS:

Inside and outside work in all seasons

Required to work 35 hours per week

Overtime/weekend work may be required

After hours meeting attendance required

Travel may be required.

AUTHORITIES:

Makes decisions within the context of purchasing techniques and practices, utilizing procedures adopted by Council

Provides financial guidance on specific issues within areas of expertise

Issues tenders in accordance with Municipal procedures and guidelines

Approves expenditures within budgetary limits approved by Council and in consultation with the Treasurer