

TOWN OF HAY RIVER
POSITION DESCRIPTION

Job Title: Director of Public Works

Incumbent:

Report To: Town Manager

Basic Function/Major Responsibilities:

Reporting directly to the Senior Administrative Officer the Director of Public Works and Planning is responsible for the planning, development, running and maintaining of the water and sewer systems, road system, docks, berms, buildings, vehicles and equipment

The Director of Public Works and Planning is responsible for the overall administration and co-ordination of the Public Works Department and it's personnel and must ensure that all applicable municipal policies and by-laws, territorial legislation and federal legislation are adhered to.

Duties:

- Manage the day to day operations of the Public Works Department.
- Maintain accurate files on all matters relating to the Public Works Department.
- Proposal calls, tenders, invitational tenders and purchasing for the Public Works Department and other departments as required.
- Recommending and managing outside consultants retained by the Town.
- Liaise with contracted Architects, Planners and Engineers.
- Scheduling of work.
- Project management.
- Draft and/or prepare for Mayor or Senior Administrative Officer's signature, letters to Government and industry.
- Assist Council in facility development strategies, as required.
- Prepare for Senior Administrative Officer's approval, briefing notes for submission to council as required.

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- Prepare, present and manage the Public Works Department budget.
- Reviewing expenditures and approving for payment.
- Assisting other departments with those aspects of their budget that pertain to the Public Works Department.
- Maintain a library of reference material such as reports, studies.
- Prepare applications for funding from various Governments on matters relating to the Public Works Department.
- Preparing and filing of all reports required by other levels of government or other agencies.
- Dealing with and resolving complaints that involve the Public Works Department.
- Managing various security systems.
- Promoting safety in the workplace.
- Supervision of the Development Officer/Building Inspector.
- Staff Supervision in accordance to the Town of Hay River Collective Agreement.
- Responsible for the recruitment, hiring, training, management, scheduling, and professional development of public works employees and various casual staff.
- Identify, support and provide access for professional development of staff.
- Advise and/or assist other Town Employees when required.

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- Work with all Town personnel in all matters pertinent to the Public Works Department.
- Other related duties as assigned by the Senior Administrative Officer from time to time.
- May be required to act in other positions from time to time.

Education, Qualifications and Experience

- A degree in a civil engineering or a related field.
- Must be computer literate, have experience with Microsoft Office Professional and be familiar with a network environment. Experience with Autocad and/or other engineering related programs is desirable.
- Must have a valid drivers licence.
- Must have or must acquire during the probationary period, a valid class 4 drivers licence.
- Basic First Aid and CPR would be an asset.
- Must have or be able to successfully complete during the probationary period a workplace safety course.
- Five (5) years of related experience.
- Knowledge of Territorial Regulations and Municipal By-Laws relating to Public Works.
- Communication skills and training.
- Skills in developing and evaluating staff.

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- Working Knowledge of Public Works facilities operations, maintenance and annual budget preparation and administration.
- Knowledge of Public Works equipment and suppliers.
- Must act as a role model within the community.
- The Director of Public Works and Planning is a Management position and is excluded from the bargaining unit. This position also has signing authority as outlined in the Town of Hay River purchasing policy.
- Applicants will be required to submit to a background check.
- Features of work which create unusual demands.
 - Irregular hours of work.
 - Must attend all Council, committee and management meetings.
 - Must be able to work under tight deadlines.
 - Requires discretion in all matters.

Salary Range

\$72,828.00 to \$97,049.00 plus Accommodation Allowance of \$5,400.00 and benefits.