

TOWN OF GRAVELBOURG
MANAGER
OF PUBLIC WORKS, UTILITIES, & PARKS
Job Description

THE POSITION

To direct and coordinate the planning, design, construction, and maintenance in the public works, utilities, and park areas for the Town as well as performing such duties assigned by the CAO of the Town of Gravelbourg.

FORMAL EDUCATION

To be certified or qualified and/or to be formally seeking certification and qualification in the following areas within First Year of Employment:

- Grade XII Diploma
- Certification in Water Distribution
- Certification in Wastewater Collection
- Certification in Wastewater Treatment
- Ground Disturbance
- H₂S
- Confined Space Entry
- Pesticide Applicator's License (Landscape, Mosquito and Biting Fly)
- WHMIS
- Heavy Equipment and Power Mobile Equipment operator Certification.
- MS Office and other Software applications.

Other training, courses and certifications deemed appropriate during course of employment which are deemed an asset to the sound management and functioning of the various areas of responsibility such as, but not limited to: Limited Power Engineering Certificate (Boiler operations), Refrigeration, WorkSafe OHS courses relevant to municipal operations. Where more appropriate to do so – these may be obtained by one or more of the department's operational team.

KEY ABILITIES AND SKILLS

- Ability to direct and supervise personnel to ensure scheduled tasks are carried out in an efficient and effective manner.
- Effective oral and written communication skills.
- Competent public relations and problem solving skills.
- Prepare, maintain and control budgets for all public works departments.
- Knowledge of the Occupational Health and Safety Act.

DUTIES

PUBLIC WORKS, UTILITIES, PARKS AND RECREATION

- Be available for all Public Works Emergencies where possible to do so.
- Supervise all activities relating to public works, utilities, and parks departments to ensure proper operation and compliance.
- Report to CAO on regular basis of operational activities, scheduling and concerns.
- Act as liaison between senior levels of government and the Municipality where appropriate or desirable to do so.
- Have awareness of potential funding support for various municipal projects being planned or undertaken and make application to secure that funding where appropriate.
- Maintain a working knowledge of applicable legislation and regulations relating to public works and occupational health and safety.
- Respond to all public inquiries and complaints regarding public works in a timely, competent and prudent manner.
- Maintain up to date records of all town property assets, their additions and deletions.
- Maintenance of all Public Buildings to ensure the safety and health of their users.
- Ensure appropriate level of maintenance to all infrastructure components of public roads, sidewalks, boulevards, laneways and storm water systems within municipal boundaries to ensure the safety and well-being of the Town's residents and businesses throughout the year.
- Maintain and repair hydrants, water meters, water distribution and wastewater collection and treatment services to ensure efficient and compliant supply to all users.
- Ensure that storm sewer collection system, including storm drains, drainage ditches and culverts, operate at peak efficiency.
- Plan and develop roadways, sidewalks, water distribution, wastewater collection and storm sewer collection in all new subdivisions and plan necessary or desirable modifications to existing systems where appropriate.
- Ensure Airport runway and apron are clear of weeds and snow, lighting is inspected weekly and side clearances are kept cut. Inspect Control building regularly and ensure fuel supply is adequately maintained for aviator purchases.
- Ensure compliance with all environmental regulations and statutes as determined from time to time from various regulatory bodies both Federal and Provincial including but not limited to solid waste management, wastewater and potable water management.
- Ensure safe and proper use of all Town equipment.
- Develop and maintain routine preventative maintenance schedules and records for all municipal equipment including mobile and stationary machinery, motors and control systems.
- Develop pest management policy to minimize and control rodent and other nuisance populations from our residential and business community as well as our waste management areas.
- Develop and maintain routine preventative maintenance schedules and records for all municipal buildings.
- Maintain and keep all parks and recreation areas clean, grass cut, trees pruned and cultivated and inspect for disease or other potential infestations that could cause harm to our green spaces or disrupt their peaceful use and enjoyment.
- Work closely with other departments and committees in effort to assist them in planning and implementing various projects where possible to do so. These include Administration, Planning & Development (EDO),

Culture and Recreation and KGB as examples.

- Ensure daily inspections of Refrigeration and Boiler equipment is carried out at Palestre Arena complex during winter months and other boiler operated facilities on a regular basis.
- Recommend and assist in developing and amending bylaws related to public works, utilities and parks department issues where needed or required.
- Recommend and assist in development of annual budget as it pertains to each Public Works operations and capital needs or requirements.

CONSTRUCTION MANAGEMENT AND COMMUNITY PLANNING

- Prepare tenders for all equipment purchases, local improvements, and works or supplies as required.
- Preparation of contracts for necessary engineering, construction, maintenance, and repair works.
- Maintain working knowledge and update maps and drawings relating to public works, water and sewage distribution, property locations, and zoning requirements.
- Obtain government approval and permits for all subdivisions and utility services when required.
- Ensure appropriate inventory control of required material for routine delivery of services as well as project needs and procurement.
- Have good working knowledge of valve locations and buried utilities.
- Provide and ensure accurate placement of property markings when requested.

SPECIAL EVENT PLANNING

- Work with and assist where practical all sanctioned special event activities in the community
- Attend planning meetings as member of Public Works department to provide insight and planning guidance as it relates to those activities.

BYLAW ENFORCEMENT AND BUILDING INSPECTION

- Apprise temporary contractors and businesses of licensing requirements when apparent.
- Maintain working relationship with Building Inspection services on all building projects within municipal boundaries.
- Inform CAO and recommend issuance of compliance notices to untidy and unsightly properties as well as incomplete or dangerous buildings where apparent.

ADMINISTRATION

- Liase with Administration on all personnel matters within Public Works.
- Develop daily, weekly and monthly schedules of work plans for maintenance operators – ensuring they are carried out efficiently and effectively.
- Plan and prepare weekend call rotations for all Public Works operators.
- Recommend manpower needs for seasonal requirements and assist in recruitment.
- Recommend training needs of all Public Works employees and determine times appropriate for these activities.
- Maintain current status of all training provided and certifications issued to all Public Works employees.
- Verify all public works expenditures prior to payment authorizations and requisitions.
- Verify insurance coverage on all town property and equipment