



VILLE DE • TOWN OF GRAVELBOURG

MANAGER OF PUBLIC WORKS

SUMMARY OF DUTIES

To direct and coordinate the planning, design, construction, and maintenance of the public works, utility, and park assets of the Town as well as perform such duties as assigned by the CAO of the Town of Gravelbourg. Staff availability and capabilities may occasionally require that the Public Works Manager perform hands-on maintenance functions, but the primary role shall be to provide direction and coordination.

FORMAL EDUCATION

Minimum qualifications for position (any deficiencies must be completed within the first year of employment or another period agreed to by the CAO in writing):

- Grade 12 Diploma
- Certification in Water Distribution – Class I
- Certification in Wastewater Collection – Class I
- Certification in Wastewater Treatment – Class I
- Ground Disturbance training course completion
- H₂S training course completion
- Confined Space training course completion
- Hold a valid Pesticide Applicator's License (Landscape, Mosquito and Biting Fly)
- WHMIS training course completion
- Certification as Heavy Equipment Operator
- Certification as Powered Mobile Equipment Operator
- Certification as Limited Power Engineer (Fireman) and license as required
- WorkSafe OH&S training course completion
- Basic knowledge of MS Office and other software applications

Other training courses and certifications deemed an asset, but not mandatory include:

- Diploma or Degree in Civil Engineering or any individual courses within either curricula

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.
- Ability to prepare and control department budget and costs.
- Knowledge of *The Occupational Health and Safety Regulations*.



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DUTIES

GENERAL DUTIES

- Be available to respond to Public Works emergencies as required.
- Supervise all activities relating to public works, utilities, and parks to ensure proper operation and compliance.
- Report to the CAO on a regular basis regarding operational activities, scheduling, and concerns.
- Act as liaison between senior levels of government and the Municipality where appropriate and desirable to do so.
- Research potential funding support for various municipal projects being planned 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 assets, their additions and deletions.
- Maintenance of all public buildings to ensure the safety and health of all users.
- Ensure appropriate maintenance is done to all municipal infrastructure including public roads, sidewalks, boulevards, laneways, and storm sewer 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 service delivery.
- Ensure that storm sewer systems, including storm drains, drainage ditches and culverts, operate at peak efficiency.
- Plan and develop roadways, sidewalks, water distribution, wastewater collection, and storm sewer collection systems for all new subdivisions and plan necessary or desirable modifications to existing systems where appropriate.
- Ensure the airport runway and apron are clear of weeds and snow, lighting is inspected weekly, and side clearances are kept trimmed. Ensure the control building is inspected regularly and the fuel supply is adequately maintained for aviator purchases.
- Ensure compliance with all federal and provincial regulations as well as the instructions of their regulatory bodies 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 and maintain routine preventative maintenance schedules and records for all municipal buildings.
- Develop and maintain a pest management policy to minimize and control rodent and other nuisance populations.
- Maintain and keep all parks and recreational areas clean and well-maintained by ensuring the grass is cut, and trees are pruned, cultivated and inspected for disease or other potential infestations.



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- Work closely with other departments and committees in an effort to assist them in planning and implementing various projects where possible to do so. These include, but are not limited to, Finance & Administration, Planning & Development (EDO), Recreation, Sport & Culture, and Keeping Gravelbourg Beautiful (KGB).
- Ensure daily inspections of refrigeration and boiler equipment is carried out at La Palestre (the 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 as needed.
- Recommend and assist in the development of the annual budget as it pertains to operations and capital requirements that affect public works, utilities, and parks.
- Additional duties as assigned by the CAO.

CONSTRUCTION MANAGEMENT AND COMMUNITY PLANNING

- Prepare tenders for all equipment purchases, construction projects, and supply contracts as required.
- Preparation of contracts for engineering, construction, maintenance, and repair works, as necessary.
- Update and maintain working knowledge of 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 as required.
- Ensure appropriate control of inventory and routine delivery of new stock as required.
- 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, when necessary, to represent the Department of Public Works and provide insight and planning guidance.

BYLAW ENFORCEMENT AND BUILDING INSPECTION

- Apprise temporary contractors and businesses of licensing requirements when known that appropriate licenses were not secured.
- Maintain working relationship with the Building Inspector 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

- Liaise with Administration on all personnel matters involving Public Works.
- Develop daily, weekly and monthly schedules of work plans for maintenance operators – ensuring they are carried out efficiently and effectively.
- Arrange for a member of Public Works to be on standby to respond to emergencies when unavailable to do so.



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- Recommend temporary staffing, as required, to respond to seasonal requirements and assist in recruitment.
- Arrange training for Public Works employees, within budgetary limits and as required, based on the dates and times most appropriate.
- Maintain records 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