



TOWNSHIP OF HORTON JOB DESCRIPTION

Job Title: Public Works Manager	Department: Public Works & Waste Mngmt	Reports to: CAO/Clerk	Date: April 2017
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Approval:	Chief Administrative Officer	_____
	Supervisor	_____
	Employee	_____

The above signatures acknowledge agreement for all _____ **pages** of this document.

Position Summary:

Reporting to the Chief Administrative Officer/Clerk, the Public Works Manager is responsible for planning, developing and administering a comprehensive program of construction and maintenance of the public roads, bridges and culverts; develops and administers the Township's Asset Management Program and manages the operation of the landfill site and maintenance requirements of municipal buildings.

Qualifications:

1. Minimum of 5 years experience in a municipal roads environment. Certified Technician (CET) Certificate or equivalent is recommended.
2. Minimum of 3-5 years experience working with municipal budgets; strong working knowledge of accounting practices.
3. DZ driver's license and capability of operating various heavy equipment.
4. Work experience with appropriate Ministry legislation and policies related to municipal roads and storm sewers.
5. Excellent organizational and time management skills to handle a heavy workload and to meet rigid deadlines. High level of initiative and independent judgement and ability to work with minimum supervision
6. Strong leadership ability, excellent interpersonal skills, proven verbal and written communications skills and works well in a team environment.
7. Ability to be on call 24 hours per day combined with flexibility in hours of work.
8. Knowledge and computer literacy with efficiency in Microsoft Office Suite and proficiency in excel spreadsheets.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable provincial and municipal Acts as well within the operational policies of the Township of Horton.
2. Develops, administers and supervises the maintenance, inspection and rehabilitation of municipal roads, bridges and storm sewers as well as the landfill site (if applicable-septage treatment program)
3. Performs and ensures patrol route is adhered to and monitored.



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4. When required, plows municipal parking lots and intersections.
5. Drafts, prepares and presents reports to Council and committees as required and or directed and assists with the preparation of annual capital and operating budgets for roads, bridges, storm sewer and landfill site function; prepares an annual 10 year capital budget; manages the Public Works and Waste Mngmt department to stay within budget.
6. Manages and ensures the safe working condition of the Township's fleet of vehicles, all equipment and supplies.
7. Prepares, recommends approval for and administers all contracts relating to roads, bridges, storm sewers, maintenance requirements of municipal buildings, landfill site (and septage treatment) & supervises contractors on special construction projects.
8. Participates in the development and review of policies, procedures and standards governing the Public Works Department (PW) and landfill site (WM) and is responsible for reporting for Datacall, consulting with appropriate agencies, and filing all legislative reporting.
9. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions and attending all relevant in services regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Occupation Health and Safety Act.
10. Provides leadership and management to all PW and WM staff and participates in hiring, training and evaluating staff according to the Township policies.
11. Oversees the operation of the landfill site, maintenance requirements for municipal buildings (and manages septage treatment)
12. Works closely with Chair of the Transportation and Environmental Services Committee and Recreation Committee Chair.

LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.
1. Will not deviate from Township policies
2. Will not release information regarding confidential matters and vital statistics without the approval of the CAO/Clerk
3. Will not provide information to media without consulting the CAO/Clerk

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

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