

**POSITION TITLE:** Director of Public Works

**REPORT TO:** CAO

**SUBORDINATE POSITIONS:** Shop & Fleet Maintenance Supervisor  
Utilities Supervisor  
Public Works Operations Supervisor  
Administrative Assistant - Public Works  
Municipal Workers V

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### **Scope**

As a member of the senior management team, the Director of Public Works will inform and advise the CAO and Council on strategic policy direction, as well as mentor and direct staff in the public service areas of transportation, solid waste management, water and sewer utilities and the supporting function of vehicle and equipment management program.

### **Job Description**

- Works with the CAO and other Directors to ensure consistent application of Council's goals and implementation of policies.
- Plans, directs, coordinates and provides leadership in providing service to the public in the maintenance and improvement of the road network, and water and sewer utilities in accordance with government regulations.
- Plans, directs, coordinates and provides leadership in the area of County fleet of vehicles and equipment.
- Makes recommendations to the CAO on any required new programs, services or amendments to existing functions.
- Acts as the Designated Officer within the scope of the position and signs official County documents.
- Responds to enquiries from the public regarding service or safety concerns, keeping CAO updated on nature of complaints and status of related work.
- Researches and recommends the purchase of new municipal equipment to the CAO and Council.
- Meets regularly with the CAO providing progress reports on the implementation of programs and policies, provides regular reports to Council and attends meetings as necessary.
- Coordinates response to emergency conditions related to public works which may include fires and other emergencies.
- Prepares budget and monitors expenditures and reports variances to the CAO.
- Trains and participates, as required, in the Municipal and Regional Emergency Response Plans.
- Performs any other duties, powers or functions as delegated by the CAO.

### **Position Requirements**

- Post-secondary education in Civil Engineering or a related field of study.
- Valid Class 5 Driver's License.
- A minimum of seven (7) years of related and progressive management experience in a municipal transportation, engineering or utilities setting.
- Demonstrated experience in supervision, team building and conflict resolution.
- Demonstrated project management skills.
- Experience working with budgets.
- A management approved combination of education and experience may be considered.