

Public Works Supervisor

Job Description

Supervision and Coordination

- Supervision and coordination of all Public Works Department staff either directly or through subordinate supervisors;
- Ensure all work related to the operation and maintenance of the Public Works Department is carried out in accordance with all Municipal and Provincial Safety Policies, By-Laws or Regulations respecting work carried out by this Department.
- Effective and efficient operation of the Public Works Department and to ensure that the Department and all services under the jurisdiction of this Department functions properly at all times;
- Provides leadership and direction in the development of short and long range plans dealing with service issues and implementation strategies;
- Responsible to ensure appropriate preventative maintenance programs and repairs are conducted on the Public Works Department infrastructure
- Controls and implements the Municipality's capital works program including collection of field data, planning, estimating, design, tendering, layout, inspection, administration, and reporting.

Governance

- Responsible for security of municipal properties;
- Be familiar with all contracts between the Municipality and other municipal units and contractors related to public works services;
- Maintain liaison with Municipal Town Clerk/CAO, Recreation Commission Committee, Consultant Engineers, appropriate Federal and Provincial Departments, Contractors & General Public;
- Attend Council, Committee and Senior Management Meetings as required.

Reporting

- Prepare monthly and annual reports for submission to Town Clerk/CAO and Council.
- Maintains drawings, plans and records of the Municipality's Infrastructure.
- Responsible for statutory duties of "engineer" pursuant to the Municipal Government Act.
- Ensure all public works equipment is maintained in good working condition and that appropriate records are kept;
- All human resource functions related to the Public Works Department including performance evaluations, training, etc.; and, participate in the recruitment, hiring, suspension or dismissal of employees in the Public Works Department.

Budgeting

- Prepare capital and operating budgets for the operation of the Public Works Department and responsible for budget supervision and cost control.

Human Resource Management

- Act as a team leader for full time, part time and casual staff employed by the Municipality for Public Works;
- Ensure that all staff are aware and follow Municipal Policies and Procedures;
- Follow all health and safety mandates as specified by the Occupational Health & Safety Act of Nova Scotia.
- Assist with annual performance appraisal on all staff;
- Provide regular performance feedback to staff and document performance concerns;
- Recommends the suspension or dismissal of any staff to the Town Clerk/CAO;
- Ensure that all time slips are prepared and presented to the office staff in a timely manner;
- Coordinate and schedule daily activities of Public Works staff, including a standby schedule;
- Required to be a working supervisor, needs to be hands on and actively working with the Public Works Staff while managing the job at hand.

Operational Planning

- Scheduling, organizing, implementing and performance of assigned maintenance programs;
- Prepare a yearly, monthly and weekly work plan of priorities
- Maintains a priority list of projects and updates this list monthly;
- Liaison, on a regular basis, with the Town Clerk/CAO to keep him/her informed of work plan priorities and any operational concerns.