



## INTERNAL/EXTERNAL POSTING

### PUBLIC WORKS MANAGER

Loyalist Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent, full-time position:

File No: LT-72-2018 Public Works Manager  
Hours: 35 per week  
Salary: \$96,239 - \$110,970  
Closing: December 10, 2018 at 4:00 p.m.

Please electronically submit your cover letter and résumé, clearly indicating how your skills and experience are aligned with the position expectations, and mark with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca). For more information regarding this position, including required qualifications, please refer to job description below or visit our website at [www.loyalist.ca](http://www.loyalist.ca) under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca). The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

**LOYALIST TOWNSHIP**  
**JOB DESCRIPTION**

**POSITION TITLE – *PUBLIC WORKS MANAGER***

**IMMEDIATE SUPERVISOR – *DIRECTOR OF INFRASTRUCTURE SERVICES***

**POSITION SUMMARY:**

Reporting to the Director of Infrastructure Services, the Public Works Manager is responsible for the management of all personnel, equipment and contractors engaged in operations, maintenance and/or improvement of the Public Works Division, including Township roads and bridges and County roads and bridges in Loyalist Township (maintenance only), street lighting, sidewalks and walkways, storm water facilities, solid waste collection, disposal and diversion, ferry and transit facilities, and assigned fleet and equipment, and the recreation department's outdoor sports fields and parks.

**MINIMUM QUALIFICATIONS:**

- Diploma in civil engineering technology from a recognized community college
- Current membership in O.A.C.E.T.T.
- Certified Roads Supervisor designation would be an asset
- Five years management experience in a public works related service
- A background in municipal roads or construction is an asset

**KNOWLEDGE & SKILLS**

- Excellent organizational, problem-solving, interpersonal, and leadership skills, with a proven focus on communication skills
- Ability to provide effective reporting and communication between various levels of department and outside contacts
- Highly self-motivated and able to work independently in a team environment, with a demonstrated ability to establish effective working relationships
- Ability to take initiative, multi-task and complete work in a detail-oriented and timely manner
- Strong public relations skills with the ability to work tactfully with the public
- Excellent numerical literacy
- Demonstrated intermediate to advanced computer skills, including Microsoft Office applications
- High level of supervisory skills to manage a large number of employees, through a group of first-line Supervisors, preferably in a unionized environment
- Must possess and maintain a valid driver's license, Class "G"
- Thorough knowledge of the provisions of the Occupational Health and Safety Act, and Employment Standards Act
- A commitment to continuing education and the completion of management training, is an asset
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check)
- Ability to respond to after hours emergencies in certain circumstances, is a requirement

## **SCOPE OF OPERATION AND AUTHORITY**

Under the direction of the Director of Infrastructure Services, the Public Works Manager has the responsibility and full authority for the operational management of roadway systems and related infrastructure, bridges, sidewalks, walkways, solid waste collection, disposal and diversion, drainage facilities, Amherst Island Ferry and Township transit operations and all related yards, docks, garages, equipment and materials, and has the authority to carry out the major responsibilities listed herein, including authority to suspend, or recommend termination of, staff.

Under the direction of the Director of Recreation Services, the Public Works Manager has the responsibility for the operation and maintenance of the Township's outdoor sports fields and parks. This role includes the beautification objectives of the Township, including various decorative displays and horticultural activities.

## **MAJOR RESPONSIBILITIES**

Areas of responsibility include management of personnel, contractors, suppliers and assets and operations of the Public Works division and assistance with outdoor activities for the Recreation Services Department.

A primary function is communication between the department and senior management, by preparation of reports, activity records, budget documents, policies and correspondence, and for inter-departmental communication.

The Public Works Manager must ensure that departmental activities are performed in accordance with Township policies and by-laws, Council directives, and federal and provincial regulations.

## **Administration and Budget**

- Prepare current operating budget and assist with capital budgets and related reports for all areas of the Public Works division, for approval by the Director of Infrastructure Services.
- Monitor and keep departmental expenditures within approved budgets and regularly report to the Director of Infrastructure Services and CAO on potential problems, changing trends or major variances in this regard.
- In accordance with the Township's Procurement By-law, develop tenders, requests for proposals and quotations and other related documents, as required, for areas of responsibility and prepare estimates for proposed work.
- Develop draft policies and procedures related to operations of the department.
- As required from time to time, review and make recommendations to the Director of Infrastructure Services and CAO for improvements and revisions to all departmental service agreements, including the ferry operating subsidy agreement with MTO, transit and waste management agreements, and streetlight and electrical traffic system maintenance contracts.
- Ensure that the necessary administrative records are adequately maintained for all operations, improvements and maintenance work by monitoring, setting standards, inspecting, reporting and ensuring coordination of interdepartmental activities.
- Attend meetings of Council, Township Committees and staff, and other internal Township meetings, as requested.

- Attend meetings with other municipalities, committees and associations, when requested by the Director of Infrastructure Services.
- Monitor and ensure that complaints and inquiries, both internal and external, are handled satisfactorily and take appropriate action to correct unsatisfactory performance or situations, within the area of responsibility, and attempt to restore good public relations.
- Ensure regular inspection of departmental assets is completed on a timely basis, and develop work plans to address deficiencies, subject to available budget.
- Monitor and promote asset management functions within the department, including establishing workflow documentation and reporting.
- Monitor operations such that infrastructure requiring inspections, either for regulatory or safety reasons, or both, are regularly checked for compliance.

### **Personnel and Supervision**

- Assign responsibilities and communicate objectives and guidelines to supervisory staff and Ferry Clerk, and monitor attainment of these objectives by various methods, including regular reviews and meetings and by encouraging effective two-way communication.
- Ensure that adequate staffing complement is in place for each division.
- Assist with preparation and revision of job descriptions and select training for employees.
- Prepare performance evaluations for direct reports; review and concur with, or comment on, evaluations of indirect reports, including new or promoted employees.
- Review and investigate all accidents involving assigned employees and equipment, and recommend any action that is required, whether it is disciplinary, corrective or preventive.
- In consultation with the Director of Infrastructure Services, take action, as required, with respect to the hiring, dismissal, performance evaluation, discipline, and the training and development of departmental employees, in accordance with Council's personnel policy and applicable collective agreements.
- Review attendance and take appropriate action, in the case of problem attendance.
- Arrange for evaluation, scheduled termination, and possible rehire of temporary ferry personnel.
- As required, work with union stewards in resolving conflicts or problems, and handle the first step of the grievance procedure, with the support of Human Resources.
- Provide cover-off in the absence of the Director of Infrastructure Services, for area of responsibility, when required.
- Supervise employees in the absence of divisional Supervisors.

### **Operations**

- Ensure that all facilities and assets within assigned Scope of Operation are maintained and/or operated to an approved standard, and that all work being done meets federal and provincial requirements, where applicable, and is carried out in compliance with bylaws and policies approved by Council.
- Participate in the review and formulation of policies, performance standards and procedures for the department.
- When requested by the Director of Infrastructure Services, review subdivision development activity, rural lot grading issues, site plan and other land use planning documents to determine progress and conformity with specifications, agreements and applicable Township policy.

- Monitor the adequacy of the lot grading policies and storm water maintenance activities, respond to complaints and flooding events, and ensure all storm water systems are functioning properly.
- Provide regular management liaison with County of Lennox and Addington, OPP, CRCA and MTO on matters of departmental interest
- Review the long-term needs of the Division on a continual basis and make recommendations for improvements to the operations, or to meet new regulatory requirements or changes in physical environment.

**General**

- Perform other duties as may be required or assigned.