



## Position Description

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<b>POSITION TITLE:</b>	<b>Public Works Director</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Chief Administrative Officer</b>

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### **SUMMARY OF POSITION:**

The Public Works Director is responsible for the management of all supervisory staff carrying out road maintenance, construction, repairs and public works projects approved by Council. The Public Works Director is also responsible for reviewing and approving capital purchase recommendations made by the Shop Foreman.

The Public Works Director is a key individual in providing Council and the Chief Administrative Officer with day-to-day information and advice on the operations of the Public Works Department. The Director will provide Council and the Chief Administrative Officer with written reports on the activity of the Department on a bi-weekly basis, and report daily to the Chief Administrative Officer.

The Public Works Directors function is one of the highly visible functions within the County. Most ratepayer complaints which reach Council tend to center around Public Works projects such as road grading, gravelling, road widening, brushing, dust control, sanding etc. The Public Works Director must ensure that planned programs for each of the divisions are carried out on a priority basis, with concern for budget expenditures and timing. The Public Works Director has direct authority over, and is ultimately accountable for, the expenditure of the Public Works Department Budget.

The Public Works Director is also responsible for determining manpower and equipment levels necessary to carry out the Public Works program as determined by Council and the CAO. Considering recommendations made by department supervisors the Public Works Director is responsible for proposing a yearly departmental program to Council for their consideration and review.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Municipal Disaster Services Training
- Transportation of Dangerous Goods
- Alberta Municipal Health and Safety Training – Safety Basics and Safety Auditor
- Driver Education Training
- Public Works Training Modules – As offered by the Alberta Municipal Supervisor's Association
- Stress Management and Time Management Courses
- Bridge Inspection Course from Alberta Infrastructure and Transportation

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- Certified Engineering Technology Program or equivalency
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

### **RECOMMENDED MEMBERSHIPS:**

- Alberta Municipal Supervisors Association
- Canadian Public Works Association (Alberta Chapter)

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **1. Project Planning:**

- a) Utilizing Council's priority list lay out the overall County program for road construction, back road maintenance priorities, gravelling, oiling, dust control etc. for approval by Council.
- b) Ensure that all programmed road maintenance, construction, and repairs are carried out in a timely manner.
- c) Develop long term capital replacement plans for the Public Works Department based on recommendations from the Shop Foreman department supervisors.

#### **2. Personnel Management Function:**

- a) Has ultimate authority over staff decision within the Public Works Department.
- b) Responds to employee issues and concerns.
- c) Works with supervisors to correct personnel problems and implement disciplinary action if required.
- d) Works with supervisors to hire/fire Public Works Department employees.
- e) Makes recommendations for promotions and step increases based on yearly performance evaluations.
- f) Public Works representative on the Starland County Health and Safety Committee.
- g) Participate and sign-off on safety inspections, incidents, and meetings.
- h) General responsibility for the operation of the Health and Safety program in the Public Works Department.
- i) Maintain courteous relations with rate payers, the public, agencies, other contractors, council members and other co-workers

#### **3. Reporting Function:**

- a) Provide bi-weekly written reports to the Chief Administrative Officer and Council outlining the activities of the Public Works Department.
- b) Report daily to the Chief Administrative Officer on the ongoing functions of the Public Works Department and inform Council members about the significant Public Works activities in their division.

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- c) Address concerns relayed to the Public Works Department by Council members and ratepayers.
- d) Ensure that all policies established by Council are complied with.

### **4. Administrative Function:**

- a) Ensure that Purchase Orders are prepared for Public Works purchases and ensure that the Administrative Assistant (Accounts) has the necessary documentation.
- b) Prepare invoices for private work carried out by the Public Works Department.
- c) Review the fuel audit and assist with the preparation of the fuel tender.
- d) Prepare estimates for Public Works functions as required.
- e) Check and verify accounts and account payments.
- f) Issue overload permits, and coordinate permits and related road damage estimates with the Community Peace Officer.
- g) Monitor after-hours and weekend public works activities as may be necessary.
- h) Prepare and monitor budget allocations and capital allocation spending.

### **5. Personal Development:**

- a) Attend any training programs and / or seminars recommended by Council or the Chief Administrative Officer.
- b) Attend the Spring and Fall Conventions of the Alberta Association of Municipal Districts and Counties and represent the County in meetings related to the Public Works Department.

### **6. Perform all other duties as may be required by Council or the Chief Administrative Officer.**

## **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of November 2023