



## TOWNSHIP OF NIPIGON

### JOB DESCRIPTION: PUBLIC WORKS SUPERINTENDENT

1. **Position Title:** Public Works Superintendent
2. **Reporting Relationship:** Reports to the Chief Administrative Officer CAO or alternate
3. **Purpose of Position:**
  - To ensure the Public Works Department operates smoothly, and facilities are well-maintained at a reasonable cost and convenience to the public.
  - To perform human resource management of the Public Works Department and ensure a productive, inclusive, and safe work environment for all employees.
  - To assist with identifying, maintaining, and improving the infrastructure and assets of the Township of Nipigon.
  - To participate in policy development, budgeting, project management, and all other duties associated to the Public Works Department.
4. **Scope of Position:**
  - Directs the day-to-day operations of the Public Works Department and assists in the functions of engineering, design, construction, pollution control, public works, waterworks, wastewater, stormwater management, maintenance management and building inspection.
  - Utilizes resources to ensure that corporate public works and public services obligations are met.
5. **Responsibilities:**
  - 5.1 Assists in developing policy recommendations on the functions, services and statutory requirements mentioned in No. 4 for consideration by Council and discusses policies, priorities and recommendations with C.A.O. and the Public Works Committee.
  - 5.2 Assists in implementing engineering and public works policies that have been established by Council to determine levels of public service:

- a) assists in organizing the department to ensure the timely, effective and efficient administration of Council policies and the fulfillment of Statutory recommendations.
- 5.3 Assists in managing the control of expenditures incurred and revenues generated by the Department and assists in the management of administrative systems and procedures for procurement, tendering, budgetary and project management control, fees, and fares.
- 5.4 Participates in the development of Capital and Operational budgets – co-operates with the Treasurer on the statutory, operational and financial information requirements of engineering and public works fiscal control.
- 5.5 Assists in managing staff resources following accepted personnel management practices and the terms of the collective agreement:
- a) provides for the effective level of staffing to perform services adequately.
  - b) defines the roles and responsibilities of the Public Works Department.
  - c) provides training and development opportunities for the Public Works Department.
  - d) emphasizes team building throughout the department to provide a reasonable environment for the achievement of organizational and individual performance objectives.
  - e) ensures that occupational health and safety practices are observed.
  - f) provides for the valuation of performance consistent with the evaluation of the organization's effectiveness.
  - g) responsible for the day-to-day operations of the Public Works Department.
- 5.6 Participates in negotiations with the collective bargaining agreement agent in conjunction with the C.A.O or alternate.
- 5.7 Implements approved design proposals, provides for inspection and supervision of individual projects, and advises on technical criteria.
- 5.8 Assists in establishing systems and procedures to ensure that statutory requirements are met regarding the Ontario Building Code; the Municipal Act;

the Highway Traffic Act; Occupational Health and Safety; and water, sewer, and stormwater regulations.

5.9 Required to complete all required courses and exams to become an Ontario Building Official.

5.10 Perform other tasks as assigned by the C.A.O or alternate.

**6. Working Conditions:**

- Office will be located in the Municipal Office.
- Hours of work – as required.
- Frequent meetings with the Public Works Department, the C.A.O., the Administrative Manager, contractors, and other staff.
- Support staff with tasks and responsibilities.
- Work may be subject to deadlines to meet Corporate and statutory requirements.

**7. Working Relationships:**

- a) With Chief Administrative Officer or alternate:  
Direct report; receives policy direction; discusses plans and priorities, provides policy advice and guidance.
- b) Departmental Staff:  
Provides the appropriate organizational environment and direction; provides training and development opportunities – maintains organizational effectiveness.
- c) With other Staff:  
Provides professional advice; maintains a harmonious relationship.
- d) With Other Governments and Agencies:  
Assists in maintaining an effective liaison to promote joint projects, and to comply with legislation and obtain funding.
- e) With Developers, Consultants and Contractors:  
Provides technical information, project management and supervision.
- f) With the Public:  
Accessible and obtains input with feedback.

**8. Knowledge and Skill:**

- Solid organizational and management skills, with special ability in project and matrix management, and aptitude to provide technical and administrative direction;
- Proven leadership and motivational skills to obtain staff commitment to perform the department's mission.
- Ability to communicate effectively and clearly and to make policies, programs and activities thoroughly understood by the public.

**9. Impact of Error:**

- Impact of error could have a legal implication with litigation against the Corporation and the incumbent.
- Judgement errors resulting in poor construction would have drastic repercussions and would create inconvenience and possible safety hazard to the public.
- Management and administrative errors could result in poor policy decisions by Council, wasted money and effort and severe public credibility problems.

**10. Control:**

Policy direction, management practices, legislation and professional standards.

*Other*

*The statements contained in this job description reflect the general details necessary to describe the principal duties, responsibilities, education and work experience required. It should not be considered an all-inclusive listing of work requirements.*