

**Township of**  
  
**McMurrich/Monteith**  
requires a

**Public Works Working Superintendent**

(\$27.71 – \$33.68)

Reporting to Township Council, the successful candidate will be responsible for the maintenance of all Township roads, parks, operations at the Township landfill site and maintenance of the Township's cemeteries. As principle advisor to Council in matters pertaining to public works, this position provides Council with advice and guidance on the development of plans, priorities and policies for the provision of efficient and effective public works services. Works with Clerk-Treasurer to develop and monitor public works budgets. Supervises public works employees. Operates plow and sanders in winter season and all equipment as required in all seasons. A job description for the position is available at [www.mcmurrichmonteith.com](http://www.mcmurrichmonteith.com)

The ideal candidate will have:

- Post-secondary education in a related discipline or an acceptable combination of education and related experience. Minimum of five (5) years of progressively responsible senior roads/infrastructure management experience.
- Good working knowledge of provincial legislation and standards governing municipal public works operations.
- Good managerial, mechanical and technical skills acquired through education, training and experience.
- Thorough understanding of fleet maintenance management practices.
- Good working knowledge of provincial health and safety regulations.
- Class "A" driver's license preferred with a good driving record.
- Effective inter-personal, written and oral communication skills
- Strong organizational skills.
- Physically fit as evidenced by a pre-employment medical.

This is a full-time position, offering a competitive wage, OMERS Pension and benefit package.

Please submit your cover letter and resume by email in Word or PDF format in confidence by **12 noon, Thursday, April 1<sup>st</sup>, 2021, to the attention of:**

**Cheryl Marshall, Clerk-Treasurer**

[clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)

Township of McMurrich/Monteith

31 William Street, P.O. Box 70

Sprucedale, Ontario P0A 1Y0

We thank all applicants who apply, however, only those considered for an interview will be contacted. The Township of McMurrich/Monteith is an Equal Opportunity Employer. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used for the purposes of determining eligibility for this completion. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodations will be provided upon request.

**Township of McMurrich/Monteith**

**POSITION DESCRIPTION**

<b>Position:</b> Public Works Working Superintendent	<b>Date approved:</b> November 5, 2018
<b>Reports to:</b> Council	<b>Approved by:</b> Council <b>Resolution:</b> 2018-253

**POSITION SUMMARY:**

As the principle advisor to Council in matters pertaining to public works, this position provides Council with advice and guidance on the development of plans, priorities and policies for the provision of efficient and effective public works services which includes responsibility for the maintenance of all Township roads, parks, operations at the Township's Landfill Site, and maintenance of the Township's Cemeteries, pursuant to the directions of Council and in compliance with legislated requirements.

**Major Duties and Responsibilities:**

- Provides advice and guidance to Council on the development of plans, priorities and policies for effective public works services, service standards and costs. Advises Council concerning the availability of provincial grants and subsidies.
- As requested, provides reports to Council analyzing public works issues together with recommended solutions.
- Attends at Council meetings and other special meetings, as requested by Council.
- Oversees the construction and maintenance of all Township roads and infrastructure to ensure they are maintained to minimum maintenance standards.
- Develops, implements and maintains an effective snow removal program.
- Develops, implements and maintains an effective parks maintenance program.
- Provides effective supervision of departmental human resources. Plans, schedules and oversees work schedules, assignments and procedures to maximize operational effectiveness and efficiency.
- Uses contemporary management techniques; maintains accessibility to staff to discuss ideas and problems; provides leadership and guidance to department personnel. Keeps staff informed of Township policies and procedures.

- Identifies existing and emerging staff training and development shortfalls and makes written recommendations to Council to meet such needs.
- Ensures that all Operations services are performed in a safe manner and in compliance with provincial safety legislation (e.g. Ministry of Labour and the Occupational Health and Safety Act).
- Responsible for ensuring that all Operations Department employees are knowledgeable and properly trained to perform their duties in a manner consistent with the requirements of municipal and provincial safety legislation.
- Obtains annual driver abstracts for all employees to ensure drivers' licenses, as required, are current and valid.
- Maintains effective liaison with representatives of appropriate provincial ministries and agencies; maintains awareness of trends and issues and ensures that all Departmental operations are in compliance with provincial standards and legislation.
- With the assistance of the Clerk-Treasurer, develops and recommends the annual Departmental operating and capital budgets to Council based on planned operational and maintenance priorities and human resource, equipment and material requirements.
- Monitors approved budget allocations to ensure they are efficiently and effectively managed in accordance with Council's direction and the Municipality's by-laws and procedures.
- Maintains liaison with the Municipal Clerk-Treasurer for budgeting, budget information and budget performance reports.
- Recommends the purchase or rental of new and replacement fleet equipment and directs the purchase/rental of such, as approved by Council and in compliance with Township purchasing policy and procedures.
- Manages the Township's fleet maintenance management program to minimize breakdowns and safety hazards.
- Manages the inventory of equipment, supplies and material required for maintenance and construction programs and ensures that adequate supplies are maintained to meet Township requirements.
- Responsible for managing the maintenance and repairs to the Department's facilities within the approved budget framework.
- Complies with the Township's purchasing policies and tendering procedures. Recommends the use of suppliers and service firms.

- Responds to enquiries and complaints from the public; conducts thorough investigations, reports and explains situations in a tactful manner in understandable terms; documents all incidents or public complaints.
- Recommends to Council the lay-off, discipline, suspension, or dismissal of Public Works Department employees.
- Oversees the performance of all public works related contracts and agreements entered into by the Township; ensures that all contractual obligations are fulfilled in a satisfactory manner; and provides reports to Council of any shortfalls or discrepancies.
- Supervises the work of outside contractors and trades people on Township construction and repair projects.
- Oversees operations at the Township's Landfill site to ensure the site is operated in conformance with Township policies and provincial standards.
- Responsible for grounds maintenance at the Township's Cemeteries.
- As required, operates all Roads Department equipment in the performance of roads/maintenance activities. Operates Plow and Sander during winter season.
- Performs other duties, as assigned.

### **Education/Experience/Skills**

Post-secondary education in a related discipline or an acceptable combination of education and related experience.

Minimum five (5) years progressively responsible senior municipal roads/infrastructure management experience.

Municipal Pit & Quarry Certification, Chain Saw License, Propane Certificate and MTO Traffic Control Course Certificate.

- Skills:
- Good working knowledge of provincial legislation and standards governing municipal public works operations.
  - Good managerial, mechanical and technical skills acquired through education, training and experience.
  - Thorough understanding of fleet maintenance management practices.
  - Good working knowledge of provincial health and safety regulations.
  - Class "A" drivers License preferred or Class "D" driver's license with "Z" endorsement. Good driving record required.
  - Physically fit as evidenced by a pre-employment medical.

## **Independence of Action**

As the highest ranking operations position, the Public Works Superintendent is expected to bring forward to Council recommendations for changes to established policies and procedures. Develops and recommends new methods or solutions to problems in situations where there are currently no guidelines or formal procedures.

## **Mental Effort**

Work is varied and requires frequent shifting from one task to another. A high degree of mental, visual and/or aural concentration is required when responding preparing reports, discussing administrative and/or operational matters and considering available options.

## **Physical Effort**

The work performed is a combination of light inside office duties and outside work requiring physical exertion for periods of 1-2 hours.

## **Dexterity**

Coordination of coarse movements where speed is a moderate consideration.

## **Accountability**

Actions could result in a major loss of time or resources and have serious impact on the Township's public image.

## **Safety of Others**

A considerable degree of care is required to prevent injury or harm to others.

## **Supervision**

The Public Works Superintendent position includes full supervisory responsibilities.

## **Contacts**

The Roads Superintendent represents the Township in all matters pertaining to public works services and is responsible for the discussion and resolution of problems by presenting or obtaining detailed information.

## **Working Conditions**

Work is performed both indoors in a typical office setting and outdoors. May work irregular hours due to emergencies and weather conditions (On Call 24/7 year-round). Occasionally required to deal with difficult people.