

Position: Manager of Public Works

Status: Full Time, Permanent, Non-Union

Department: Public Works

Reports to: Director of Public Works

Location: Public Works

Salary Range: \$82,400 - \$95,500

General Accountability

The Manager of Public Works is a non-union position that provides daily supervision and technical support to equipment operators, and labourers in the Town Public Work's department. Reporting to and under the direction of the Director of Public Works, the position's office is located at the Public Works Building. The individual would be responsible for the documented safe and effective use of Public Works Department resources in dealing with the operation and maintenance of the Town's wastewater/storm water collection and water distribution systems, municipal streets, sidewalks, parking lots, public works equipment maintenance and other duties as assigned to ensure regulatory compliance and provide a safe working environment.

Where the Manager would hold Direct Responsible Charge (DRC) for collection / distribution operations, the Manager will also interact with other Managers, Supervisors, or municipal service delivery staff as such duties are undertaken and/or as other duties as may be assigned or required.

Where the position has primary responsibilities, other duties are often interlinked to other parts of municipal service delivery and are referenced below. As such, the position involves additional periodic participation as outlined when required.

Primary Responsibilities

- Directs and provides leadership to staff for department responsibilities, monitors job performance and productivity, and maintains department policy, where required.
- Daily operations:
 - Organizes and supervises daily activities by prioritizing and scheduling work in advance based on department workforce and task requirements and/or adjusting workloads for emergencies or special requests.,
 - Reporting status of incomplete or completed work,
 - Assignment of on-call and over-time to staff
 - Approval of biweekly timesheets and leave requests
 - Be available to assess or address Department callout requirements
 - Assess and assist with development of Standard Operating Procedures / Safe Work Practises
 - Manages inventory and preventative maintenance schedules
- Review and undertake equipment and Public Works Building maintenance management requirements

- Ensure staff are appropriately safety trained, job trained, have approved Nova Scotia Environment certification where required and all workplaces are maintained in a safe regulatory compliant manner.
- Addresses and provides reports dealing with inquiries, complaints or requests from the general public or outside agencies.
- Supervises and performs inspections of daily operations and job sites, Municipal Service Permits (MSPs) and projects for compliance with Town and/or Government standards and provides reporting and recommendations for improvements, where required.
- Creates traffic control plans for safe work, and coordinates with Traffic Authority for approvals.
- Assess and provide coordination of snow and ice control system to streets, sidewalks and public parking lots.
- Oversees, inspects, and documents activities involved with the maintenance requirements of the water distribution, sanitary/storm water collection systems, streets and sidewalks, curb and gutter, street traffic marking services, snow removal, Public Works equipment, buildings and public parking.
- Ensure water utility meter reads, repairs, installs and inventory are maintained in an approved manner.
- Ensures compliance for water utility regulatory sampling is addressed and records maintained
- Assists with planning and provides coordination and approves contractor related operations such as:
 - Repairs for street patching, crack sealing, bridge work, sidewalk and brickwork repairs,
 - Water system leak detection and system servicing (hydrants, valves, system flushing, etc.)
 - Sanitary flow monitoring and Inflow/infiltration (I/I) reduction
 - Sewer cleaning and closed circuit tv inspection (CCTV)
- Approves and provides inputs and address department purchasing needs, monitors/controls expenses allocated to assigned budget.
- Ensures purchasing is done in compliance with purchasing policy
- Maintains department records associated with time sheets, overtime control, payroll, and associated department expenses.
- Provide oversight for special and/or capital projects (paving, sidewalk construction, water main and sanitary/storm sewer replacements, etc.).
- Co-ordinates with Town Departments for various approved needs, as they arise.
- Works within the Collective Bargaining Agreement for fair administration and efficient use of resources.
- Participates in the preparation and administration of assigned program budgets, submits budget recommendations, monitors expenditures, works within budget, codes invoices for payment processing
- Coordinates installations and reporting on various Fleet Equipment and Vehicle Tracking
- Provide assistance to Asset Management Program data collection and assist with technical review of files
- Enforces all safety regulations, policies, and procedures and ongoing department training in accordance with *Nova Scotia Occupational and Safety Act & Regulations* and maintains documentation with respect to same.
- Liaises with contractors / consultants on water distribution tracing, hydrant flow testing and system mapping updates
- Undertakes investigation of water quality /service complaints

Secondary Responsibilities (as assigned by Director)

Capital Projects:

- Assists with / coordinates preparation of site drawings, quantity calculations and tender documents (construction, equipment purchase, etc.) issued for the Engineering Dept
- Undertakes evaluation / maintenance of files on contractor safety submissions
- Reviews and provides comments of traffic control plan submissions, liaise with Traffic Authority
- Coordinates with TOA staff for project assistance (Co-op Student, Public Works, Communications)
- Undertakes project management for Capital Projects
- Provides In-field supervision, liaising with contractors / inspectors, assessment of invoices for approvals
- Provides assistance in budgeting estimations, year-end projections
- Assists with PCAP and other Federal Funding applications, including providing information for the Canada Community Building Fund (annual).

Management Responsibilities (occasional):

Designate Duties (when designated for the absence of the Director of Public Works):

- Provides management of the department during day-to-day activities
- Provides reporting to CAO
- Attends Council meetings, Director's meetings, or JOHS meetings in Director's absence to answer questions, provide updates
- Approval of leave requests, and invoices
- Approval of timesheets for the Engineering Office, Electric Utility, Public Works, Treatment Facilities

Other Administrative Tasks as assigned:

- Participates in Statistics Canada Surveys
- Provides coordination on CAD Mapping work and asset records
- Coordinates repairs for street patching, sidewalk and brickwork repairs
- Coordinates work on traffic counts for updates to Traffic Systems
- Coordinates with contractor / students / staff for traffic line painting program
- Coordinates priorities and creates mapping for projects – sewer cleaning, valve testing, hydrant flushing
- Assists in creation of traffic control plans for large work
- Review and approval of Municipal Service Permits
- Provides information and assistance on Water Rate Studies, when initiated
- Liaises with / provides assistance to TOA staff on water metering including Meter Reader, Billing Clerk, and Corporate Services

Qualifications

Education

- Post-secondary education in a relevant field is required.
 - A bachelor's degree in civil or environmental engineering, along with P.Eng. designation and membership with Engineers Nova Scotia, will be considered an asset

- At least 3–5 years of progressively responsible experience in public works, civil engineering, or a related field.
 - Supervisory or leadership experience will be considered an asset.
- Nova Scotia Dept of Environment Certifications in water and wastewater distribution/collection to match system certifications
 - If not in possession of the NSE Certifications, must be willing to obtain within an agreed timeline.
- Direct Responsible Charge of distribution and collection systems will be required
- Maintains affiliations with relevant associations: AWWA, ACWWA, MPWWA, MPWANS

Knowledge, Skills, Abilities

- Demonstrates a strong working knowledge of compliance regulations, operational processes, and municipal systems.
- Effectively recommends and implements goals, objectives, policies, and procedures within a municipal framework.
- Exhibits innovation, self-motivation, and excellent communication and interpersonal skills.
- Skilled in staff management and fostering collaboration within a team environment.
- Adept at supervising multiple projects simultaneously while meeting deadlines and adhering to project management requirements.
- Displays sound judgment, integrity, creativity, and resourcefulness in problem-solving and decision-making.
- Experienced in developing and executing policies and procedures for all aspects of year-round road maintenance.
- Possesses a practical understanding of operating heavy equipment, including dump trucks, snowplows, backhoes, loaders, sidewalk plows, and street sweepers.
- Knowledgeable in asset management practices and their application in municipal operations.

Relationships

The Manager of Public Works is required to work in a professional environment and will work with municipal staff to achieve operational regulatory compliance requirements and provide regular updating and reporting to the Director of Public Works as required

The incumbent will be expected to take initiative to create a successful network of contacts and to work collaboratively with staff in providing supervisory requirements and leadership, while exhibiting good judgement and ethical behaviour, and create a team approach to implementing the initiatives of the Department.

Hours of Work

- 8:00am – 4:30pm, Monday to Friday
- Call-ins as required in accordance with stated Town policy.

How to Apply

To apply for this position, please submit the following documents via email:

- A **cover letter** that outlines your qualifications, experience, and interest in the position.
- An up-to-date **resume** tailored to the role.

Send your application to **Melanie Fougere, Deputy Clerk** at jobs@townofantigonish.ca.

Application Deadline:

Applications must be received no later than **Wednesday, January 8, 2025, at 4:00 PM (AST)**.

- **Late or incomplete applications will not be considered.**
- Please ensure your email subject line includes the position title: "**Manager of Public Works Application.**"

Additional Information:

- Only candidates selected for an interview will be contacted.
- If you have questions about the application process, please contact **Melanie Fougere** at jobs@townofantigonish.ca before the closing date.

The Town of Antigonish is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, including those in traditionally underrepresented groups.