

MUNICIPALITY OF CROWSNEST PASS

POSITION DESCRIPTION

POSITION TITLE:	ASSISTANT PUBLIC WORKS SUPERINTENDENT
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	April 11, 2006

POSITION SUMMARY

Assists with professional leadership and direction for the installation, maintenance and repair or upgrade of all Municipal infrastructure, including roadways, sidewalks, water and sewer lines, water treatment plants, sewage treatment facilities, electrical distribution system, street lighting and signage. Ensures all infrastructure is maintained in a safe and serviceable condition to meet the needs of the community.

PRIMARY ACCOUNTABILITIES

1. Assist in planning, directs and coordinates the day-to-day operation of the various divisions within the department to achieve the department mission and goals. Assist with a process for preparation of annual capital and operating budgets. Monitors, controls and authorizes spending within the limits of the approved budget.

Key Performance Measures:

- ✓ Budget Variance, measured in dollars and percentage over or under.
- ✓ Service Quality, measured by community feedback.
- ✓ Operational Effectiveness, measured by departmental service standards.

2. Assist with the Development and implementation of a planned program for maintenance and upgrade or replacement of infrastructure and equipment to minimize loss of service situations and unexpected costs.

Key Performance Measures:

- ✓ Operational Effectiveness, measured by frequency and cost of critical incident situations.

GENERAL ACCOUNTABILITIES

3. Assists with the direction, installation, maintenance and operation of all sewer and water distribution and treatment infrastructure, including hydrants, lift stations, lagoons and treatment plants to ensure community access to a safe and sanitary utility system.
4. Assists with the direction, installation, maintenance, repair and cleaning of all streets, lanes, roadways, lighting and signage within the Municipality to ensure the safe and convenient movement of citizens and visitors throughout the community.
5. Assists with the direction, installation, maintenance and repair of the Municipal electrical distribution system within the Municipality to ensure the safe and efficient delivery of electrical power to customers.
6. Recommends tendering of contracts for engineering design, construction or other work as required. Reviews and evaluates all bids submitted and recommends the successful bidder.
7. Assists with mobilizing and directs the resources of the department to address and resolve any critical incidents or emergencies, including equipment or infrastructure breakdown and adverse weather conditions.
8. Assists with recruiting, development and evaluates all department staff. Conducts regularly scheduled meetings with all department staff to review operations; communicate expectations; advise on policy or procedure changes; and to share information of general interest to the team.
9. Establishes and maintains a program of occupational health and safety to ensure that department activities are conducted in full compliance with all professional standards and legislative requirements.
10. Establishes and maintains a system and procedures to ensure all infrastructure drawings, equipment records and inventories are accurate and up-to-date.
11. Approves the purchase of supplies and equipment, within the limits set by Municipal policy, and recommends the approval of purchases above those limits.
12. Prepares reports and provides advice or information to the Municipal Council and its Committees as required with respect to the department's activities and responsibilities.

13. Establishes and maintains positive relationships with Federal or Provincial government departments and neighboring municipalities with respect to public works.
14. Responds to public enquiries, media requests for information or complaints with regard to department activities, following approved policy and procedure.

TECHNICAL COMPETENCIES

- ✓ Five years supervisory or management experience in municipal public works or facilities management.
- ✓ Hold current level II certification for Water Distribution and Water Treatment as well as Waste Water Collection and Waste Water Treatment.
- ✓ Practical knowledge and experience in computer systems for business applications.
- ✓ Post-secondary education in disciplines such as administrative management, leadership, or human resource management is desirable.
- ✓ University or Community College graduation in Civil or Mechanical Engineering is desirable. P. Eng. or C.E.T. professional designation would be an asset.

BEHAVIOURAL COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Command Skills Demonstrated leadership and team building skills; doesn't hold back anything that needs to be said; lets people know where they stand.
- ✓ Interpersonal Skills Relates well to all kinds of people inside and outside the organization; uses diplomacy and tact to diffuse tense situations; makes people feel important and valued.
- ✓ Action Oriented Can be counted on to get things done; energetic, with a bias for action; makes good decisions in a timely manner.

- ✓ Composure
..... Cool under pressure; can handle stress; is a settling influence in a crisis.
- ✓ Planning & Organizing
..... Can marshal resources to get things done; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- ✓ Communications
..... Able to speak and write clearly; able to get the desired message across to a variety of audiences.