



## The Corporation of the Town of Lakeshore has an Career Opportunity for a Manager of Public Works

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. It is responsible for over 550 km of roads. Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has a career opportunity for the Manager of Public Works. Reporting to the Director of Engineering and Infrastructure Services, the Manager of Public Works directs and administers the operations of the Public Works and Parks, Facilities & Fleet Divisions including all management responsibilities relevant to roads, parks, fleets and facilities in accordance with all municipal policies, Ministry guidelines and regulations and other governing legislation.

### Qualifications:

- university degree in civil engineering or related discipline preferred
- minimum of 5 years of experience in municipal engineering and public works administration or related experience
- minimum 3 years of progressive experience in leadership
- must have a CET designation or equivalent education and experience
- experience in facility management would be an asset
- Certified Road Supervisor designation through OGRA or Association of Ontario Road Supervisors (AORS) would be an asset
- Valid Class G Drivers' license.
- Experience supervising in a unionized environment
- Clear police clearance

### Knowledge:

- Extensive knowledge of the general management principles and theories as they relate to a wide range of Public Works, Parks, Facilities and Fleet programs and services.
- Thorough knowledge of, and the ability to interpret and administer a variety of regulations, acts, contractual agreements, policies and guidelines pertaining to the Public Works, Parks, Facilities and Fleet Divisions.
- Sound technical knowledge of all Public Works, Parks, Facilities and Fleet services.
- Excellent managerial and administrative skills to plan, direct and supervise division activities involving professional and technical people and general work force.
- Excellent communication skills, both oral and written, to provide advice and direction to reporting staff, provide information to the general public, liaise with contractors and outside agencies, etc.
- Interpersonal skills to maintain pleasant and effective relations with staff and the general public.
- Basic knowledge of mechanics, plumbing and electrical in order to assure the smooth operation of all facilities in an effort to minimize contracting of skilled labour.

- Management, administrative and public relations skills to plan, supervise and coordinate departmental activities and to provide effective leadership in a high profile Municipal position.

### **Major Responsibilities:**

- Provides leadership and direction to supervisory and supporting staff in the implementation of the road maintenance function.
- Develop and administer maintenance programs for the operation and rehabilitation of municipal roads and bridges.
- Participates in the development and review of policies, procedures, standards, plans and programs governing the road department.
- Reviews recommendations from staff and ratepayers concerning specific problems which be solved through major maintenance construction or reconstruction.
- Conducts regular inspections of road maintenance activity, including bridges and culverts, investigates problem areas and ensures that road maintenance crews are carrying out planned and scheduled work according to desired and established service levels.
- Participates in the preparation of annual capital and operating budgets for all division related functions and manages road maintenance operations within approved budgets.
- Performs administrative duties including maintaining accurate employee and equipment records and preparing reports as outlined in the policy and procedures manuals, and the guidelines of the Ministry of Transportation.
- Prepares, recommends approval for and administers all contracts relating to road and bridge maintenance and rehabilitation.
- Oversees the work of outside contractors and tradespeople on special construction and repair projects including contracting through consultants.
- Investigates and conducts prompt follow-up on division related questions and complaints from the public.
- Ensures that occupational health and safety practices are adhered to and implemented.
- Acts in conjunction with internal engineering staff and consultants, as required, in all department related aspects relevant to new development in the municipality.
- Provide direction, guidance and supervision in the operation and maintenance of all services within the jurisdiction of the Public Works Division.
- Provides direction and supervision in the inspection of new Public Works service developments and ensures that all construction complies with policies and standards approved by the municipality.
- Ensures that all regulations and requirements of by-laws and statutes relevant to the Public works Division are enforced as required.
- Ensures that the management of a fleet of vehicles, equipment and material resources are effectively utilized.
- Keeps abreast of all technology, systems and methodologies necessary to ensure maximum services to the municipality and ensures that all subordinate staff are informed of new processes and procedures as required.
- Ensure that maintenance and safety inspection logs are systematically maintained in compliance with federal and provincial statutes and regulations.
- Develop and implement a preventative maintenance program for all Town facilities, fleet vehicle assets excluding the Fire Department and equipment of parks and facilities.
- Ensure the safety, maintenance and management of all facilities including the Marina, community centers, playground equipment, vehicles and other equipment related to the operation of parks and facilities excluding the Atlas Tube Centre.
- Other duties as assigned.

### **Decision Making and Judgement:**

- Participate in short and long range planning and make independent decisions on work methods and procedures within the overall program.
- Under the direction of the Director of Engineering and Infrastructure Services work is performed within the guidelines of Municipal Policy and Provincial Regulations.
- Directing the operation of the Public Works, Parks, Facilities & Fleet Divisions ensuring conformance to budget limitations, established standards and policies of the Corporation.
- Developing departmental levels of service and identifying and resolving problems for the Division as required.
- Evaluating the effectiveness and cost efficiency of services and formulating appropriate recommendations for new or modified Public Works services.
- Developing manpower strategies to maximize utilization of staff and to ensure effective training and development systems are in place.
- Managing the effective and efficient operation of the departments in accordance with established policies, procedures, directives and guidelines.
- Preparation of operating and capital budgets for each division.
- Determining funding requirements for programs and obtaining funding sources of same.

### **Human Resources:**

- Directly supervises the Supervisor of Parks, Facilities and Fleet and the Supervisor of Public Works Operations (or Lead Hands in the absence of Supervisors).
- Indirectly oversees equipment operators, parks and facilities operators and clerical support staff assigned to the Public Works and Parks, Facilities and Fleet divisions.
- Develop and recommend staff training and education for Public Works and Parks, Facilities and Fleet personnel including requirements under Health and Safety legislation.
- Assist in establishing goals and objectives for the divisions.
- Plan, prioritize and assign work.
- Accountable for health and safety responsibilities of staff; must ensure compliance with OHSAs as well as Town of Lakeshore's Health and Safety policies and procedures including WHMIS.
- Assist in recruitment, training, setting objectives, performance management, vacation scheduling, lieu and flex time approval, etc.
- Identify and assist in addressing the professional needs of staff.

### **Financial Management:**

- Assists in the development and management of divisional budget including all operating, maintenance and capital infrastructure and lifecycle costs.
- Assist in securing Federal and Provincial funding and grant proposals.
- Approves expenditures in accordance with approved budgetary guidelines. Expenditures beyond established budget limit must be approved by the CAO and Council.
- Monitors financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff.

### **Interpersonal Skills:**

Excellent interpersonal skills to interact with members of Council, staff and the public. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.

### **Internal:**

- With the Director of Engineering and Infrastructure to discuss departmental and corporate matters.

- With Council to provide policy and technical advice.
- With all other municipal directors and managers for the exchange of information.
- With subordinate staff to discuss operational, management, contract and policy issues and to provide direction and guidance.

#### External

- With other municipal colleagues and provincial ministries regarding legislative requirements and to exchange information and receive advice and assistance.
- With Consulting Engineers and Contractors to review their ongoing work with the municipality.
- With the public and service providers to respond to incoming enquiries and assist in resolving problems and concerns.
- With provincial ministries to discuss program opportunities and funding matters.
- With community organizations regarding resources available.

### **Working Conditions:**

#### Environment

- Works within an office environment.
- Visits to outside worksites, service facilities on a regular basis as well as construction sites.
- Manual dexterity to operate office equipment.
- Some travel may be required.

#### Control over Work Schedule

- Office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week)
- May be required to attend Council, Public and Committee meetings after hours.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year.

For the full job description, please visit our website at [www.lakeshore.ca](http://www.lakeshore.ca) under employment opportunities. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than noon on Monday, November 12, 2018 clearly indicating Manager of Public Works in the subject line. This is a non-union position. The salary range is \$94,964 to \$111,087 annually with competitive benefits and pension.

*Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*