

## POSITION DESCRIPTION

**POSITION:** MANAGER OF INFRASTRUCTURE & PUBLIC WORKS  
**INCUMBENT:** NEW POSITION  
**ORGANIZATION:** TOWN OF POUCH COVE  
**DIVISION:** PUBLIC WORKS  
**LOCATION:** POUCH COVE, NL  
**DATE:** OCTOBER 2022

**Reporting Protocol:** This is a full-time permanent senior management position that reports to the Chief Administrative Officer.

**Salary:** The starting salary for this position is \$65,896.90. This position is eligible to participate in a training incentive system which provides a scale of additional compensation to a maximum of \$12,480 per annum.

**Qualifications:** The ideal candidate must have a Degree in Engineering or a Diploma in Engineering Technology (or equivalent) program of studies, and have at least three years practical experience in a municipal environment or related field. General knowledge and understanding of outside operations, public works, underground infrastructure, snow clearing and roads maintenance, and other essential outside municipal services are important. Working knowledge of modern computer technology and software packages such as AutoCAD and GIS is an asset. Professional designations (i.e., P. Eng or CET) are an asset. Water and Wastewater Operator certifications are an asset. Asset Management certifications are an asset. Supervision and oversight of a unionized workforce is required for this position.

**Rationale:** The Manager of Infrastructure and Public Works has responsibilities in a number of critical areas of infrastructure, outside operations, and public works. The purpose of this job description is to generally outline the duties, roles, and responsibilities of this position. It is not meant to be limiting or all inclusive. There may be a need to assist with other reasonable duties and responsibilities, and the Manager must respond to emergencies and/or oversee disruption to services or other circumstances as required.

**General Overview:** The Manager works closely with the Chief Administrative Officer, planning consultants, builders and developers, individuals from various levels of government, engineering consultants, (and others) to oversee all aspects of infrastructure and public works. The Manager is responsible for the management and oversight of outside operations, maintenance of municipal facilities and infrastructure, equipment, fleet, capital works, water maintenance, and public works. The Manager attends public council meetings and provides professional advice and direction to staff and council on matters related to municipal services and infrastructure. These include outside operations, water and sewer services, snow clearing and ice control operations, roads maintenance, animal control, garbage collection, underground infrastructure, the town's water supply, and other critical areas of infrastructure and public works.

**Workplace Safety:** Due to the nature of the work and associated responsibilities, understanding workplace health and safety standards is essential. The Manager is responsible for ensuring reasonable standards related to work place health and safety are adhered to by outside employees, and that the town is compliant with provincial guidelines and expectations related to safe work practices and procedures.

**Scope of Work:**

- **Management and Oversight of Outside Workforce**
- **Water Supply and Services Maintenance**
- **Recommendations and Support for Building and Development**
- **Records Management and Inventory Control (IPW Department)**
- **Capital Works, Roads, Snow Clearing, and Maintenance of Municipal Facilities**
- **Grant Funding for Outside Operations**
- **Public Inquiries and Site Visits**
- **Municipal Beautification/Oversight for Casual and Summer Employees**

**Management and Oversight of Outside Workforce:**

1. Is responsible for the management of all outside operations and municipal services provided by the town's unionized employees.
2. Works with the CAO and Lead Hand to ensure orderly and efficient outside services and ensures there is adequate supervision of employees.
3. Ensures the terms and conditions of the collective agreement are respected and adhered to as required.
4. Helps provide ongoing training, certification, and professional development and support to enable workers to carry out their responsibilities effectively and be in compliance with various regulations and work standards and practices.
5. Establishes work schedules and allocates duties to employees (in consultation with the Lead Hand, CAO, and others) to respond to needs and priorities of the town.
6. Approves and assigns overtime (as required) in accordance with the provisions of the collective agreement (and in consultation with the CAO & Lead Hand).
7. Reports to the CAO on issues or concerns related to workplace health and safety.
8. Works to resolve employee issues or concerns directly, or through established and acceptable procedures.
9. Reports to the CAO on all matters requiring disciplinary action, and makes every attempt to confer with the CAO before suspending an employee or taking other disciplinary action.
10. Takes responsibility for the preparation of an annual departmental budget to present to the CAO (and council) for approval outlining the needs and priorities of the department in the areas of Infrastructure and Public Works.

11. Works with the Lead Hand to ensure employees are provided with the necessary supplies, tools, and equipment to carry out their duties effectively.
12. Reviews services, work schedules, shift allocations, and other procedures related to operations and public works on an ongoing basis, and puts forth recommendations for revision as necessary.
13. Evaluates and oversees all outside service contracts awarded by the town, including the collection of the town's garbage, and ensures that all terms and conditions of the contracts are being fulfilled.
14. Oversees public works projects and services, conducts research and collects data, and puts forth recommendations for improvement as appropriate.
15. Works with the CAO to ensure that all expenditures related to the department are within budget, and reports any concerns, additional expenditures, emergency needs, or projected overruns as soon as they become evident.
16. Identifies and recommends professional development and training needs for employees, and ensures employees are provided with the necessary training and resources to carry out their duties in a safe, responsible, and effective manner.
17. Participates in the selection, promotion, and evaluation of employees within the department.
18. Helps mentor, motivate, and support public works employees as required.
19. Participates in disciplinary action relating to employees of the department by investigating misconduct and initiating corrective measures as necessary.
20. Assists other senior staff and emergency services personnel in the development and maintenance of the town's Emergency Response and Preparedness Plan.
21. Assists in maintaining essential services and carries out other reasonable duties in the event of a job action by the town's unionized employees.
22. Plans, organizes, and directs engineering and public works services on behalf of the town, including the development of policies, regulations, and by-laws etc., for effective oversight of staff.
23. Prepares the department's annual operational budget for outside operations (in consultation with the CAO) and ensures effective control of expenditures by the department for projects under the jurisdiction of the department by signing all purchase orders, applying reasonable cost/efficiency standards, and using standard inventory safeguards and approved reporting practices.

### **Water Supply and Services Maintenance:**

1. Manages and directs public works staff in the ongoing maintenance of the town's water supply, and communicates problems or concerns related to water quality directly to the CAO & Lead Hand.
2. Is responsible for oversight of the town's water testing and treatment, and for supervision, training, certification, and scheduling of staff as required.
3. Ensures ongoing maintenance of the town's water supply including: training of employees, compliance with water quality and water sampling procedures, boil orders, and for ensuring that records are maintained of the town's testing and water maintenance procedures to ensure compliance and public confidence.
4. Coordinates routine maintenance programs such as hydrant flushing, valve exercising, maintenance of lift stations and pump houses, and other related duties and responsibilities.
5. Administers regulations and protocols relating to boil orders, and issues public notices related to repairs or interruptions to the town's water supply system.
6. Facilitates certification and training of employees for maintenance of the town's water supply as required by the provincial authority.
7. Provides recommendations regarding water conservation orders or municipal water bans as required from time to time due to low water levels or water pressure problems.
8. Ensures that public works employees are deployed effectively to assist in other areas of maintenance or outside operations as required.
9. Ensures ongoing maintenance and repair of the town's sewage systems and lift stations, and coordinates response to call-outs to inspect blocked sewer laterals or sewer mains as required.
10. Confers with other professional consultants, town engineers, or other authorities to ensure the integrity of water and sewer operations.

### **Recommendations and Support for Building and Development**

1. Works with staff in providing professional advice on infrastructure and service requirements for new developments, and puts forth recommendations and to serve the public interest.
2. Provides advice to council by preparing and presenting recommendations relating to servicing requirements, recommends feasibility studies, and/or prepares proposals based on the review and analysis of data and research undertaken.
3. Provides commentary and direction on development applications (as requested) in the areas of water and sewer services or other outside operations or services.
4. Contributes to the development and implementation of strategic initiatives relating to outside operations and public works.

5. Works with staff to help enforce and maintain setbacks, side yards, building grades, and other relevant conditions pertaining to development applications.
6. Works with the CAO and council to explore ways to improve and/or expand the town's water supply and sewage treatment systems to keep pace with the vision for growth and development for the future.
7. Communicates with the town's engineering consultants on matters related to the town's underground infrastructure and engineering services, and is the primary contact person for "day to day" services.
8. Provides the town with effective engineering and public works services by preparing and/or reviewing engineering plans, specifications, and tenders for development.
9. Ensures contracts are prepared for the town contracted services, assesses proposals, and recommends approval of contracts in consultation with the CAO and other staff
10. Monitors contracted services and contracted service providers as required.

#### **Records Management and Inventory Control (IPW)**

1. Maintains accurate records and files related to all areas of responsibility.
2. Files complaints, and reports on findings or deficiencies of properties, and maintains a record of actions taken (in conjunction with other staff) to address issues and concerns.
3. Identifies professional development and training needs for the town's unionized employees, and maintains a copy of all training and certification that employees in the department receive.
4. Provides appropriate control of inventory for equipment, tools, vehicles, and supplies related to outside operations and public works.
5. Coordinates the pick-up and delivery of supplies and materials to optimize efficiency and reduce unnecessary down time or inefficiencies.
6. Prepares a maintenance schedule for all fleet vehicles and equipment, and ensures maintenance records are properly maintained.
7. Provides a reporting procedure for the operation, repair, and maintenance of municipal facilities and equipment.
8. Prepares reports on costs of maintaining and upgrading the town's buildings and equipment, and reports deficiencies and expenditures outside those already approved by budget to the CAO immediately for consideration and approval.
9. Develops and maintains ongoing policies, procedures, and regulations pertaining to outside operations and presents these to the CAO for approval and adoption.
10. Represents the town on various internal (i.e. labour management, department head, staff meetings) and external committees with provincial and local governments and other groups relating to outside operations.

### **Capital Works, Roads, Snow Clearing, and Maintenance of Municipal Facilities**

1. Oversees the maintenance and repair of all municipal facilities and equipment to ensure their safety and effectiveness.
2. Ensures that roads are properly cleared of snow, salted, and properly maintained during the winter season.
3. Develops snow clearing schedules and assigns shifts (if required) in accordance with the town's collective agreement with its unionized employees.
4. Administers maintenance of fleet and equipment used for snow clearing operations and other outside operations.
5. Coordinates call-outs of work crews and snow clearing operations (in season) in consultation with the Lead Hand, and oversees routes and protocols to ensure that snow clearing operations work at optimal levels.
6. Assumes responsibility for road inspections, and prepares an annual report with recommendations for roads maintenance and upgrading each year (subject to the availability and allocation of funding) by provincial departments.
7. Works with paving companies and roads crews for the summer roads and maintenance programs, and provides information and direction to the CAO as necessary.
8. Is primarily responsible for the implementation of the town's capital works program relating to outside operations, and works with other staff to determine needs and priorities for consideration and budget approval.
9. Ensures adherence to municipal regulations, plan specifications, and good engineering practices for construction projects within the town by ensuring appropriate standards are consistently applied.

### **Grant Funding for Outside Operations**

1. Consults with the CAO (and council) on special needs for outside operations for which funding may be applied.
2. Develops partnerships with individuals from various levels of government – both provincially and federally – especially in the areas of funding and cost sharing of projects.
3. Once approved by the CAO and council, applies to various levels of government for “grant funding” to cost share special projects for which funding might be available.
4. Consults with the Lead Hand (and other IPW staff) on an ongoing basis the need for special projects.
5. Oversees larger projects for which funding might be available and/or granted.

**Public Inquiries and Site Visits**

1. Works with staff to respond to public inquiries, servicing concerns, and/or complaints related to outside services, and coordinates efforts with other staff to take corrective action as necessary.
2. Ensures there is an appropriate response to citizens' inquiries and complaints relating to engineering and public works services.
3. Prepares reports and statistical summaries as required by council, the CAO, or other individuals or groups.
4. Coordinates animal control services and puts forth recommendations for expansion, training, or improvement of services as required.
5. Is the first point of contact for public works staff and is available for after-hours consultation, site visits, or to provide support and direction to staff as required.

**Municipal Beautification/Oversight for Casual and Summer Employees**

1. Helps coordinate and administer casual seasonal employees, and works with public works employees (and other staff) to coordinate duties and responsibilities related to maintaining the summer recreation programs (and facilities) and for the proper supervision of summer students.
2. Helps coordinate the town's summer beautification and enhancement program, and coordinates ongoing maintenance and repairs of the town's recreation facilities, trails, walkways, playing fields, parks, play areas, and other public spaces, as well as provides support for other year-round community events that require the assistance of public works staff to help prepare sites, etc.
3. Assigns staff to assist with setup and breakdown of community events and celebrations as required.
4. Carries out other reasonable duties and responsibilities in the area of infrastructure and public works assigned by the CAO.

**APPROVALS**

**ACKNOWLEDGED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Incumbent

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Chief Administrative Officer

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Mayor