



**Job title:** Manager of Infrastructure & Public Works

**Work Location:** Town of Pouch Cove

**Division/Department:** Public Works

**Reports to:** Chief Administrative Officer

Full time

Part-time

Union

Nonunion

The Town of Pouch Cove's vision is "A Community Built for Everyone". The role of the Town is to build a community for everyone by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

### **Essential Duties and Responsibilities:**

The Manager of Infrastructure and Public 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, asset management, equipment, fleet, capital works, water maintenance, and public works.

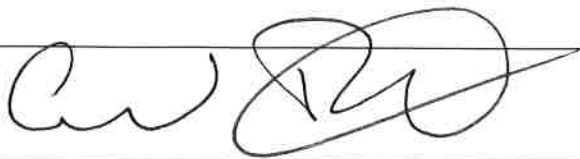
- Provides strategic and operational oversight of all infrastructure and public works operations inclusive of outside operations, water and sewer services, snow clearing and ice control operations, roads maintenance, animal control, garbage collection, underground infrastructure, the town's water supply, and other critical areas of infrastructure and public works.
- Oversees the operational, day to day supervision provided by the Lead Hand; works collaboratively with the Lead Hand, ensuring the Lead Hand is empowered to work effectively and make operational day to day decisions within the role's scope of authority.
- Provides reports and recommendations to the CAO and the IPW Committee in relation to all areas of departmental responsibility; contributes to the development and implementation of strategic initiatives relating to infrastructure and public works in alignment with the Town's vision.
- Works to engage, mentor, develop and support team members to promote an effective and inclusive workplace; ensures performance issues are addressed through timely and supportive feedback and elevated to progressive discipline should escalation occur;
- Prepares the departmental budget and 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.

- Evaluates and oversees all outside service contracts awarded by the Town.
- Assists other senior staff and emergency services personnel in the development and maintenance of the Town's ERPP.
- Follows all Town policies, procedures, and contracts, ensuring departmental alignment with regard to workplace health and safety, human resources requirements, procurement and collective agreement adherence, and in relation to other organizational requirements.
- Maintains accurate records and files related to all areas of responsibility.
- Works with the CAO and related Recreation and Events staff to ensure the efficient execution of community events and celebrations.
- Provides appropriate control of inventory and maintenance of equipment, tools, vehicles, and supplies related to outside operations and public works; ensures effective asset management.
- 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.
- 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; ensures effective and productive relationships with all external parties related to partnerships and funding.
- Ensures adherence to municipal regulations, permits, plan specifications, and good engineering practices for construction and water service projects, and other operations within the town by ensuring appropriate standards are consistently applied.

**Education and/or Work Experience Requirements:**

- Requires a Certified Engineering Technology (CET) certification. Degree in Engineering would be an asset. Requires at least 3 years' practical experience in a municipal environment or closely related field.
- General knowledge and understanding of outside operations public works, underground infrastructure, snow clearing and roads maintenance.
- Working knowledge of modern computer technology and software packages; AutoCAD, and GIS an asset.
- Water and Wastewater Operator and Asset Management certifications are assets.
- Supervision and oversight of a unionized workforce is required for this position.
- Requires ability to work collaboratively, think strategically, plan effectively, be an analytical thinker and create and sustain effective and engaging relationships internally and externally.

Approved by:



Date:

March 22/23

**Incumbent Signature:**

**Date:**

Disclaimer: This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice however this will not fundamentally change the nature or scope of the position.