

## **THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**

### **JOB DESCRIPTION**

**JOB TITLE:** Superintendent  
**DEPARTMENT:** Public Works

**DATE:** October 2010  
**JOB CLASS:** 33

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#### **PRIMARY FUNCTION:**

The Public Works Superintendent is responsible for the management of all activities related to the construction and maintenance of roads, public works, parks, recreational facilities, and the municipal landfill. This position also ensures compliance with the Occupational Health and Safety Act, in particular for the Works, Landfill, Recreation, Water and Roads Department staff.

#### **REPORTS TO:**

Council, through the Clerk/Administrator.

#### **DIRECTION EXERCISED:**

Roads staff  
Parks and Recreation staff and students  
Landfill attendants  
Other works staff

#### **MAJOR EQUIPMENT OPERATED:**

Dump truck, snow plow attachments, sander, grader, backhoe, tractor with various attachments, chainsaw, welding equipment, Engineer's level and rod, hand tools, maintenance tools.

#### **RESPONSIBILITIES:**

The Public Works Superintendent is responsible to:

- Ensure the safe and efficient operation of the municipality's roads, works, township owned facilities, parks and recreation areas, and the landfill;
- Plan and implement maintenance and construction of the municipality's roads and sidewalks, facilities, and vehicles in accordance with approved standards;
- Plan, oversee and recommend capital works as approved by Council;
- Participate in the hiring of Equipment Operators, Landfill Site Attendants, Labourers, and Parks Summer Students;

- Provide supervision, recommend training, undertake evaluation and disciplinary measures for Works Department staff including parks, recreation and landfill;
- Be a working superintendent, operating municipal roads, works and parks equipment as required;
- Work with the Treasurer to ensure that annual operating and capital budgets for Roads and Recreation are forecast and allocated accurately and efficiently;
- Pursue greater efficiencies for waste management and recycling to ensure the safe operation and maintenance of the landfill, and to extend its life;
- Monitor all expenditures and revenues for the works and roads functions to ensure satisfactory performance by contractors are maintained;
- Project management, particularly when working with outside contractors, to ensure that a project is completed within specified time lines and to the satisfaction of the Township;
- Oversee outside contractors working in any of the areas of responsibility;
- Develop and maintain good working relationships with outside agencies to ensure coordination of projects between Township and Province or other areas;
- Ensure that all duties and operations are completed in compliance with Occupational Health and Safety requirements;
- Ensure that no work is undertaken in any subordinate departments without proper safety equipment, signage, clothing, etc. properly in effect;
- Undertake one work related training or professional development program each calendar year; and
- Ensure that seasonal preparation of Township facilities and properties are completed and ready for special or seasonal events;
- Coordinate work schedules with Township recreational programs;
- Ensure regular maintenance and upkeep of roads, parks and other municipal properties without external motivation;
- Perform other duties as may be assigned by Council.

#### QUALIFICATIONS:

- Minimum 5 years experience as a heavy equipment operator on a variety of equipment;
- Minimum 5 years related work experience with several years at a leadership or supervisory level;
- Strong project management ability;
- Familiarity with the process of contract administration, tendering and budgeting;
- Ability to develop annual and project-based workplans and budgets;
- Community college diploma in a related field or equivalent combination of education and experience;
- Heavy Equipment Operator Certification;
- Successful completion of equivalent Road School courses;
- Ability to read, interpret and implement blueprints, surveys and engineering documents;

- Superior interpersonal skills to work with the public, council, contractors and coworkers;
- Superior negotiating skills;
- Working knowledge of municipal legislation, regulations, policies and by-laws;
- Ability to effectively lead and supervise staff;
- Must be physically fit and able to climb and lift a minimum 50 pounds.
- MOE Water/Wastewater Certification I (first level certificate) would be a definite asset.

#### REQUIRED CERTIFICATION:

- Valid AZ license
- Chainsaw certification
- Surface Miner certification
- Traffic Control training certification
- Wheel certification
- Brake certification
- WHMIS certification
- First Aid certificate
- CPR certification

Driver's License abstract and Criminal Record check will be required.

This position offers a complete benefit package including:

Enrolment in 100% employer paid group benefit plan including life, dependent life, weekly indemnity, long term disability, and extended health care benefits including prescription drugs, dental and vision care, subject to insurer's qualification requirements and policy limitations.

Sick leave credit accumulation to a maximum of 180 days, with payout provision of 25% of accumulated sick leave credits upon retirement subject to minimum age and notice provisions.

Employer/employee matching contribution to O.M.E.R.S. pension plan.

An opportunity to extend your skills and experience in a small but progressive community with an annual budget of approximately \$3 million.

#### **Hours of Work**

The Public Works Superintendent will be required to work up to 40 hours per week with an option for payment of overtime or accumulation of time off in lieu of overtime pay to a maximum accumulation of 160 hours to be carried over from one year to the next.

Annual vacation entitlement as follows:

- Two (2) weeks after one year of service;
- Three (3) weeks after two (2) years of service,
- Four (4) weeks after five (5) years of service,
- Five (5) weeks after twelve (12) years of service,
- Six (6) weeks after twenty (20) years of service.

Twelve (12) statutory paid holidays per year.

### **Additional Qualifications**

Leadership: Ability to work cooperatively with Council, staff, contractors and representatives of other organizations to produce innovative solutions, partnerships, policies and procedures.

Technical: Good working knowledge of MS Office suite and the ability to conduct budgeting and report writing.

Physical: Reasonable physical condition to be able to lift and climb.

The incumbent must demonstrate pride in one's community and a positive outlook.