

The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

DATE: July 19, 2021

TITLE:	PUBLIC WORKS PROJECTS SUPERVISOR (Capital Projects, Municipal Drains, Cemeteries)
REPORTING TO:	Manager of Public Works
HOURS OF WORK:	36 hours per week, as assigned
SALARY:	As per Salary Grid

The Public Works Projects Supervisor will provide guidance and technical support to the Public Works Department and its Manager. The position supervises and supports all capital construction activities as they relate to roads, sidewalks, water distribution and waste water collection. This position will also oversee Municipal Drain maintenance and provide support to the cemetery manager.

The position is responsible to ensure a consistent and efficient level of service, complying to all municipal policies, by laws and governmental regulations. The position shall ensure all projects are completed effectively and efficiently, as per contracts, while ensuring public health and safety.

RESPONSIBILITIES

General Duties

- Work in collaboration with departmental manager and supervisor to schedule work efficiently and cost effectively.
 - Ensure contractor compliance to all municipal policies, By Laws and applicable acts and regulations.
 - Ensure accurate invoices, monitor change orders as per PO, and authorize payments per corporate purchasing policy for manager to process.
 - Provide budgetary updates to the manager.
 - Monitor the performance and procedures to improve productivity and work quality, ensuring QA/QC and accurate quantities of projects.
 - Assist with management of entrance policy and associated site inspections.
 - Assist manager with annual RFT, RFQ and RFPs.
 - Assist manager with development planning and supervision.
 - Recommend goals and objectives for the department's long-term capital planning.
 - Ensure conformance to all municipal policies, By Laws and applicable acts and regulations.
 - Monitor budget and provide updates to the manager.
 - Provide recommendations to manager for annual budgets.
 - Perform accident and incident investigations; identifying and resolving the causes of accidents, incidents, as well as identifying and implementing controls.
 - Ensure all workers have required applicable training
 - Demonstrate and promote a positive safety culture.
 - Perform regular workplace inspections; identifying and correcting hazards.
 - Ensure corporate safety policies and safety procedures are reviewed by the workforce on a regular
-

Job description:

Supervisor (Public Works, Projects, Municipal Drains, Cemeteries)

basis, through safety talks or job planning exercises.

- Ensure health and safety concerns are given high priority.
- Establish and update standard operating procedures.
- Conduct asset mapping, listing and management planning.
- Assist with creating and updating municipal standards.
- Vendor performance.

Capital Projects

- Provide guidance, expertise and assistance, and work with departmental manager to ensure consistent and efficient contract administration.
- Provide contract supervision and updates to departmental manager.
- Ensure thorough and timely public notification of all projects and vehicular and pedestrian traffic disruptions.
- Assist with Capital Planning.

Municipal Drains

- Manage all municipal drain service requests within CGIS.
- Schedule and supervise all MD maintenance, address service request, conduct necessary investigations and recommend a course of action to the manager.
- Recommend and assist the manager with a long-term preventative maintenance and Capital Plan.
- Ensure safe, efficient and cost-effective scheduling of work, as per all applicable acts and regulations.
- Ensure accurate invoices, monitor change orders as per PO, and authorize payments per corporate purchasing policy for the manager to process.
- Invoice assessed land owners according to assessment schedules.
- Submit all required grant applications.
- Provide budgetary updates to the departmental manager
- Vendor performance

Cemeteries

- Provide support to the cemetery manager to ensure prompt and efficient scheduling of interments.
- Assist with locating interment sites for monument installations and interments
- Work in collaboration with departmental manager and supervisor to schedule interments efficiently and cost effectively

QUALIFICATIONS/ REQUIRED SKILLS:

- Experience managing in a municipal business environment would be an asset.
 - Experience managing in a unionized environment would be an asset.
 - Possess a Class 1 Water Distribution Drinking-Water Certificate, Class 1 Wastewater Collection Operator License and a post-secondary education in a related field.
 - Ability to read and understand design drawings/plan and profiles and verify construction.
 - Ability to establish grades and confirm grades using various surveying equipment.
 - Certified as a Municipal Drainage Superintendent by OMAFRA, or ability to attain certification within 6 months.
 - Experience in municipal/civil construction and heavy equipment, as well as a familiarity with the Safe Drinking Water Act, Occupational Health and Safety Act, drainage Act and the Highway Traffic Act will be considered as assets.
-

Job description:

Supervisor (Public Works, Projects, Municipal Drains, Cemeteries)

- Previous supervisory experience as well as superior oral, written and interpersonal communication skills is essential.
 - Must possess a grade 12 diploma, post-secondary diploma/degree in the relevant fields will be considered an asset.
 - Must possess a class G driver's license with a clean driver's abstract.
 - Must demonstrate excellent communication and skills both written and verbal in English and in French.
 - At times, the incumbent will be required to take calls after hours.
-

Applications for this position will be accepted, in confidence, until Aug 9, 2021 at 4:30 p.m.

Applicants must submit a resume to: Shawn Remillard
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
E-mail: sremillard@westnipissing.ca

*While we appreciate the interest of all applicants, only those selected for an interview will be contacted.
The Municipality of West Nipissing welcomes and encourages applications from people with disabilities.
Accommodations are available on request for candidates taking part in all aspects of the selection process*