
TOWN OF BLIND RIVER

JOB DESCRIPTION

JOB TITLE: Public Works Supervisor **REVISED:**

DEPARTMENT: Public Works

REPORTS TO: Director of Public Services

MAIN PURPOSE:

The Public Works Supervisor is responsible for providing day to day leadership and supervision of direct reports; monitoring department performance against business plan and budget; ongoing promotion of health and safety practices; project management; monitoring contractor/supplier performance against contract terms and conditions; and to provide support to the Director of Public Services.

KEY RESPONSIBILITIES:

1. Supervise, coordinate and schedule the activities of direct reports (i.e.: Foreperson, Sub-Foreperson, Mechanic, Equipment Operators) as well as outside suppliers and contractors, general management of the Public Works Department. Ensure these activities are done in accordance with the current union agreement and Ministry of Labour regulations.
2. Resolve productivity issues and recommend measures for improvement in work scheduling and execution to address identified issues.
3. Train or arrange for training for direct reports to ensure all training requirements for each Public Works positions are met.
4. Respond to concerns and service requests from the public, and other Departments using the Maintenance Manager (work order) system to effectively track and document all costs and monitor the e11 Resident Concern Portal.
5. Participation in the annual business plan and budgets (operating and capital for the Public Works Department).
6. Monitoring the performance of the Public Works Department against business plan and budget, preparation and submission of periodic performance reports to the Director of Public Services with participation in the corrective action process as necessary.
7. Participate in Strategic Planning (i.e.: current situation analysis, environmental assessment, business/economic outlook, setting goals and strategies).
8. Review and approve purchase orders as established by the Town's procurement policy.
9. Provision of leadership in the ongoing promotion of health and safety practices for the public, employees, and contractors/suppliers; maintenance of a harmonious employee and labour relations climate through the Public Works Department.

10. Provide oversight and administration for Town capital construction projects by coordinating with contractors, consultants and other departments to ensure successful project outcomes.
11. Review and revision of operation procedures, work methods and standards covering services delivered by the Public Works Department.
12. Development and maintenance of a contact network with counterparts in other municipalities.
13. Ensure all employees maintain proper licensing i.e. driver's license, mechanic's license etc.
14. Review any accident on Town roads; to write reports and log particulars; to liaise with the Town's insurance adjusters and Town Solicitor and to represent the Town's interest as required in liability claims.
15. Participate in interviews and recommend personnel to be hired, personnel evaluations, and termination procedures ensuring proper disciplinary actions are followed.
16. Prepare Request for Tenders, Request for Quotations, Request for Proposal documents and specifications in compliance with the Town's Purchasing Policy Manual.
17. Review tender documents as applicable with recommendations to the Director of Public Services performing the specified duties within the limits set out in the above documents. Review all Requests for Tenders, Request for Quotations, and Request for Proposal prior to awarding a contract or purchase order. Review the contractors works to ensure that they are in compliance with the all the signed documents
18. Prepare and analyze equipment replacement specifications and tender forms, and develop long range plans for equipment needs (replacement schedule) including budget requirements. This position is responsible for the asset management of the Public Works fleet.
19. Performs other duties as directed by the Director of Public Services or CAO/Clerk.

QUALIFICATIONS AND REQUIRED EXPERIENCE:

- Three (3) year College Diploma in Civil Engineering Technology, Environmental Technology or relevant discipline is preferred.
- Valid Ontario Class "G" Driver's Licence in good standing.
- Excellent leadership, communication and interpersonal skills.
- Ability to prioritize and manage multiple tasks in a dynamic environment.
- Knowledge of budget management and cost control principles.
- Previous experience in a supervisory role is considered an asset.
- A minimum of three years of public or private sector civil construction experience relevant to the scope of service associated with the position preferably in the municipal unionized work environment.
- Thorough understanding of legislation and policies that affect local government, including familiarity with municipal law, insurance and labour relations.

- Broad range of experience in a variety of areas including all disciplines of civil construction, administration and management, finance and accounting, statute, contract and common law, fleet procurement and management, and computer applications to engineering and management.

PREFERRED TECHNICAL KNOWLEDGE AND SKILLS:

- Certified Engineering Technologist (C.E.T.) Designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is considered an asset.
- Certified Roads Supervisor (CRS) Designation from the Association of Ontario Road Supervisors (AORS) is considered an asset.
- Content details, Town's policies and procedures for development, applicable review i.e. site plan, sub-divisions and condominiums.
- Town Emergency Measures and Disaster Recovery plan and role of the department.
- Up to date practices and techniques to ensure public safety related to the use of the Town's roads and bridges.
- Familiarity with quality assurance programs as applied to the operation and maintenance of the roads network, bridges, culverts, storm and sanitary drains, water/wastewater, and waste management, to extend the lifespan of infrastructure assets.
- Familiarity with federal and provincial regulations and legislation related to roads network, bridges and culverts and storm drains/sewers.
- Thorough knowledge and understanding of the following Provincial and Federal legislation as it relates to sanitary collection, stormwater collection and roads operations:
 - Ontario Water Resources Act
 - Occupational Health and Safety Act
 - Highway Traffic Act
 - Ontario Traffic Manual – Book 7 – Temporary Conditions
 - Commercial Vehicle Operator's Registration (CVOR)
 - Municipal Act
 - Minimum Maintenance Standards (MMS)
 - Ontario Electrical Safety Code (OESC)
- Thorough knowledge of municipal construction and maintenance practices and procedures, including traffic control, trenching/excavations, pipe laying, concrete, asphalt and granular surfaces and vehicle and equipment operation
- Working knowledge of the following industry software:
 - Microsoft Office Suite
 - CGIS or equivalent GIS software
 - PSD Citywide Maintenance Manager and Asset Management Modules

MANAGEMENT AND LEADERSHIP SKILLS:

- Ability to evaluate specific work situations and to decide appropriate action based upon decision making principles and sound judgment.
- Task management skills as applied to own work, the work of subordinates and outsourced professionals/technicians.
- People management skills as it relates to work direction and follow up, coaching, and performance development.
- Leadership skills in motivating and directing the work of others
- Working knowledge of effective training techniques and the ability to apply them in training staff and coworkers.

ADDITIONAL NOTES:

- Effective in written communications.
- Effective in oral communications in one-on-one settings, large groups and in Council Session.
- Strong negotiation skills in order to reach amicable agreements on behalf of the Town of Blind River.
- Conflict management and resolution skills to mediate differences of opinions among staff, peers, and senior managers.
- Ability to handle confidential information and sensitive materials

WORKING RELATIONSHIPS:

Internal: Other departmental and municipal staff, Public Services Committee and Council.

External: Liaison with other municipalities, Provincial ministries, departments, and agencies, various contractors including sewage & water treatment system and landfill site contractors, suppliers of services and equipment.

WORKING CONDITIONS:

- Inside and outside work in all weather and seasons.
- Required to work 40 hours per week.
- Overtime, weekend, and emergency on-call work may be required.
- After hours meeting attendance may be required.
- Travel may be required.

AUTHORITIES:

- Makes decisions within the context of purchasing techniques and practices, utilizing procedures adopted by Council.

- Provides financial guidance on specific issues within areas of expertise.
- Issues tenders in accordance with Municipal procedures and guidelines.
- Approves expenditures within budgetary limits approved by Council and in consultation with the Treasurer.

COMPENSATION & BENEFITS

- Competitive salary based on qualifications and experience.
- Comprehensive employee benefits package.
- Membership in the OMERS Pension Plan.
- Employee Wellness Program.
- Professional development and training opportunities.

Effective Date: April 2024

Updated: June 2026