

## **PUBLIC WORKS SUPERVISOR**

### **1. NATURE AND SCOPE OF WORK**

Under the general direction of the Director/Manager of Operations, this position is responsible for the efficient day-to-day operation of the Public Works Department in the District of Port Hardy. This position requires co-ordination and monitoring of personnel, equipment and materials. The person in this position is allowed independence of judgment in dealing with work problems and delegates tasks as required. There is a requirement to prepare oral and written schedules, reports and sketches and this position assumes responsibility for efficient day-to-day operation of all Public Works functions.

### **2. TYPICAL DUTIES**

- a. Supervises the operations and maintenance of the Public Works Department.
- b. Supervises, estimates, plans, forecasts, schedules and assigns work, in writing, on a work calendar, in a daily, weekly, monthly and yearly format in cooperation with the Director/Manager of Operations.
- c. Maintains and monitors Department parts and materials inventories.
- d. Assists the Director/Manager of Operations in preparing annual budgets.
- e. Supervises, delegates, organizes and assists with the safe (i.e. in compliance with safety policies and WorkSafeBC regulations) completion of the day to day work in order to achieve the goals and set levels of service that have been provided for in the annual budget.
- f. Maintains accurate records and operation data in an organized fashion.
- g. Maintains "as-built" records of installations and records of work performed and reads and understands plans and blueprints as required.
- h. Submits weekly work reports to the Director/Manager of Operations summarizing daily activities highlighting any problems.
- i. Ensures all time cards are reviewed and work completed is accurately allocated before submitting them to the Operations Office Clerk.
- j. Maintains current knowledge of water, wastewater and drainage bylaws and checks for possible violation that may have an adverse effect on the water quality wastewater effluent quality or drainage effluent quality.
- k. Assists with employee performance reviews.
- l. Assesses and analyzes drainage issues, road and sidewalk safety concerns and other traffic related issues. Makes recommendations and/or takes decisive action in order to make repairs or remedy emergent situations in a cost effective and efficient manner while trying to minimize disruption of service or risk of liability.

- m. Trains staff, instructs crews, and assists in the department maintenance function as required.
- n. Is responsible for purchasing equipment and necessary supplies in cooperation with the Director/Manager of Operations.
- o. Assists in preparing maintenance contracts and inspects work for conformance to specifications.
- p. Be able to perform all the duties and responsibilities of each Public Works job classifications within the Collective Agreement, with the exception of the Journeyman Mechanic.
- q. Appoint charge-hands as required within the terms of the Collective Agreement.
- r. Make recommendations regarding commendations and/or disciplinary actions for department employees.
- s. Other duties as may be assigned.

## 2. QUALIFICATIONS

- a. Hold a valid B.C. Drivers Licence- class 3, with air endorsement.
- b. Completion of grade 12 education.
- c. Experience in road, sidewalk, and drainage system construction, maintenance and repair.
- d. Knowledge of traffic control devices and road markings with respect to municipalities.
- e. Has a working knowledge of the water distribution and wastewater collection systems.
- f. Has five years (5) of supervisory experience in the Operational Services field

## 3. ABILITIES

- a. Must be physically capable of carrying out assigned duties in all weather conditions.
- b. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
- c. Must be able to carry out assigned tasks and duties with a minimum of direction and/or supervision.
- d. Must have the ability to maintain pleasant relations with the public, even under adverse conditions or circumstances and must be able to exercise courtesy and tact when dealing with employees and public.

- e. Must have the ability to correctly decipher, interpret, understand and transmit both verbal and written instructions to subordinates and supervisors.
- f. Must have the ability to estimate, plan, schedule, assign, direct and supervise work.