



MUNICIPALITY OF THE COUNTY OF PICTOU  
JOB DESCRIPTION  
Director, Public Works

Position Title:	Director of Public Works and Development
Department:	Public Works
Reporting To:	Chief Administrative Officer
Supervisory Position:	Yes
Pay Level/Range:	\$90000-110,000
Classification:	Full-Time
Revision Date:	January 2021

### **1) Position Summary**

Under the supervision of the Chief Administrative Officer, the Director of Public Works will be responsible to carry out all duties related to the operation of the Public Works Department.

The Director of Public Works oversees and manages the public works operations, facility maintenance and water/wastewater division staff, Building Officials, Bylaw Enforcement and ensure compliance with Municipal, Provincial and Federal Acts and Regulations affecting public works operations including but not limited to the Nova Scotia Occupational Health & Safety Act and Environment Protection Act.

In addition to the daily management operations, the Director will provide management of external engineering services, design services and development services as they relate to and impact on the Municipality of the County of Pictou's Assets; develop budgets, manage, and control fiscal allocations, and subject to budget approval, initiate major purchases and expenditures and monitor financial performance.

The preparation and monitoring of annual operating and capital budgets to maintain assets is an essential role for this position.

## **2) SPECIFIC DUTIES & RESPONSIBILITIES**

### **a. Supervision & Staffing (HR)**

- i. Oversees all Public Works staff activities and programs, including training.
- ii. Under the oversight of the CAO, recruits, hires, directs, and appraises subordinate staff in accordance with the Human Resources Policies and Collective Agreements.
- iii. Under the oversight of the CAO, terminates or suspends subordinate staff in accordance with the Human Resources Policies and Collective Agreements.
- iv. Conducts annual performance reviews for all staff in the Public Works Department.
- v. Shall conduct regular departmental meetings and briefings with subordinate staff on a regular basis to review planned work and resolve any employee concerns.
- vi. Provides the Payroll Department with all necessary information including but not limited to regular hours, sick benefits used, vacation, overtime for the efficient processing of bi-weekly payroll.

### **b. Public Works, Water/Wastewater Utility and Facility Maintenance**

- i. Plans, prioritizes, and implements Public Works maintenance and construction programs.
- ii. Prepares tenders and contracts for various public works activities.
- iii. Ensures adherence to safety standards and compliance with legislative and regulatory standards.
- iv. Maintain responsibility for the care and well being of all municipally owned public property ensuring assets and inventory are properly managed, used, stored and accounted for.

- v. Develops and implements operational policies and asset management programs including but not limited to work tracking, fleet management, geographical information systems, lifecycle costing, and financial management.
- vi. Evaluates and responds to operational challenges and improvements.
- vii. Manages the implementation and maintenance of the municipality streetlight infrastructure.
- viii. Maintain responsibility for drawings, locations of valves, etc. for the Public Works Department.
- ix. Maintain responsibility for applications of new connections to the water system.
- x. Obtain any regulatory approvals from Provincial Departments as required for extensions and connections to municipal infrastructure.
- xi. Recommend requirements to purchase or replace vehicles and portable equipment

**c. Departmental standards, policies and procedures**

- i. Responsible for the ongoing development of and adherence to maintenance standards.
- ii. Recommends and develops design standards for new developments.
- iii. Prepare detailed specifications of levels of service, performance standards as well as detailed standard procedures.
- iv. Maintain liaison with taxpayers, ensuring that projects, needs and plans are discussed at an appropriate level.

**d. Provides engineering recommendations and advice to the Chief Administrative Officer**

- i. Considers design standards and comments on various development submissions to the Municipality.

- ii. Monitors construction progress and activities and provides status reports on same to Chief Administrative Officer.
- iii. Attends regular Council meetings as directed by the Chief Administrative Officer and stakeholder meetings as required.
- iv. Asset management — evaluates and researches repairs and maintenance alternatives and makes recommendations
- v. Prepare long-range project plans including capital requirements.
- vi. Prepare plans and estimates for all capital works projects and major maintenance projects.
- vii. Prepare designs and related cost estimates for extensions or changes of sewer and water systems.

e. **Ensures Municipality Compliance**

- i. Ensures compliance with Environmental Protection Act (Certificates of Approval, etc), the Occupational Health & Safety Act, Federal and Provincial legislation, fire and other safety codes, the Motor Vehicle Act, etc.
- ii. Appoints representatives to various committees and assures that resources are made available for training and equipment compliance.
- iii. Ensures compliance with Nova Scotia Environment; Operator Certification, Systems Operations, Approvals to Operate, Vehicle compliance and registration, fuel storage tank compliance.

f. **Financials**

- i. Maintain responsibility for preparation of annual Public Works Department budget.
- ii. Directs, controls, and accounts for the expenditure of funds in accordance with the approved budgets.
- iii. Monitors and prepares applications for grants, subsidies, and other forms of funding for capital projects.

- iv. Act as liaison with the Director of Finance to ensure that all government grants and similar assistance programs are used and the capital maintenance programs.

g. **Infrastructure development**

- i. Reviews and approves (on behalf of the Municipality) engineering drawings for all departmental construction and works.
- ii. Reviews and approves (on behalf of the Municipality) engineering drawings for subdivision developments and ensures compliance.