



## TOWNSHIP OF BECKWITH

is seeking a

### PUBLIC WORKS SUPERINTENDENT

The municipality is seeking a Public Works Superintendent, reporting directly to the Chief Administrative Officer, who is responsible for the management and working supervision of the Public Works Department in accordance with the municipal policies and provincial legislation. The Public Works Superintendent will perform the above responsibilities in accordance with budgets, objectives, policies and programs approved by Council and all applicable Ontario regulations.

Applicants must have, or be willing to attain, accreditation of Certified Road Superintendent and or experience relevant with the responsibilities of this position. Applicants must also have the ability to work in a computerized setting. A minimum of three years experience in a supervisory position in a municipal, or similar, environment, where strong written and oral and management skills have been utilized, would be beneficial. Applicants must have the ability to work with a Council of elected officials, the existing staff and the general public.

The salary grid for this position is \$62,800.14 - \$73,800.14. A detailed job description is available by contacting the undersigned.

Interested candidates are invited to forward, in confidence, a detailed resume, outlining skills, qualifications, and experience on or before **Tuesday, March 26<sup>th</sup>, 2019**. Resumes may be submitted, in person or by mail, in an envelope clearly marked "Application – Public Works Superintendent", or by email to [rtrimble@twp.beckwith.on.ca](mailto:rtrimble@twp.beckwith.on.ca).

In accordance with the Municipal Freedom of Information and Privacy legislation, the information gathered is collected pursuant to the Municipal Act 2001, S.O. 2001, as amended, and will be used for the purpose of job selection.

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted.

Mr. Ross Trimble  
Acting Clerk Administrator  
Township of Beckwith  
1702 9<sup>th</sup> Line  
Carleton Place, ON  
K7C 3P2  
Phone: (613)-257-1539, Fax: (613)-257-8996  
e-mail: [rtrimble@twp.beckwith.on.ca](mailto:rtrimble@twp.beckwith.on.ca)

The Township of Beckwith is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. Accommodation may be provided in all parts of the hiring process.



# TOWNSHIP OF BECKWITH

## JOB DESCRIPTION

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**JOB TITLE:** Public Works Superintendent **REVISED:** February 14<sup>th</sup>, 2019

**DEPARTMENT:** Public Works **PAGE:** 1 of 3

**DIVISION:** Public Works

**DIRECTLY RESPONSIBLE TO:** Clerk Administrator

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### **MAIN PURPOSE:**

In consultation with Council, provide leadership, direction to and coordination of the Public Works Department. Develop, implement and administer the objectives, policies and programs of the Township within relevant legislation and organizational policies.

### **KEY RESPONSIBILITIES:**

#### **Operational Plan Management**

- Manage all public works aspects for the Township.
- Prepare and maintain departmental budget.
- Ensure the Township meets all its legislative requirements.
- Ensure maintenance and adherence to all insurance requirements.
- Effective communication orally and in writing to staff, independent contractors, regulators and the public.
- Good interpersonal skills with both the public and staff.

#### **Supervision**

- Provide professional guidance to staff in the resolution of difficult, contentious or highly sensitive service concerns and/or issues.
- Provide work direction to staff as required.
- Direct Supervision of all aspects of public works, including Township's infrastructure.
- Supervise all contracts.

#### **Service Delivery**

- Ensure that services are operating within approved township policies and procedures and professional standards and that the services are coordinated throughout the organization.
- Familiar with Health and Safety legislation.
- Operate heavy equipment including snowplow when required.

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**JOB TITLE:** Public Works Superintendent

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- Ensure accurate content and maintenance of the records.
- Make recommendations to the Public Works Committee/Council with respect to expenditures of funds and resources necessary for the provision of the Township's services.
- Attend all Public Works/Council meetings to present a summary of public work issues related to Public Works aspects of the Township, and provide a written report of same. Average two (2) meetings per month.
- Inform the Public Works/Council of local, provincial and federal government policies and initiatives that affect the organization.
- Act as a technical resource to Public Works/Council and staff to ensure that quality information is supplied to both.
- Manage fleet of Township equipment.
- Other duties as required.

#### **Financial Planning and Management**

- Control budget lines in direct service programs by authorizing, monitoring and accounting for expenditures within the approved budget

#### **CONTACTS:**

- General public, contractors, government agencies, and consultants.
- Internal close working relationship with other senior staff and Council.

#### **DECISION MAKING:**

- Required in all aspects of the position.

#### **EFFORT:**

- Some physical demands and stress, especially during busy construction and winter maintenance season.

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**EDUCATION/EXPERIENCE/SKILLS TRAINING:**

- Certified Road Supervisor (C.R.S.) designation is an asset or progressing towards the Senior Certified Roads Supervisor designation.
- Minimum 3 years supervisory experience.
- Strong leadership, supervisory, administrative and communication skills.
- Working knowledge of legislation, heavy equipment operation and fleet maintenance, and health and safety.
- Excellent communications and interpersonal skills.
- Proficient computer skills including the ability to use spreadsheet and word programs.

**Judgement Requirements**

- Demonstrated sound judgment to determine if the decisions' regarding the administration and management of the Township infrastructure is consistent with best practice, Ministry standards and the Township's philosophy, goals and objectives.

**LEADERSHIP:**

- Requirement of this position.

**INITIATIVE/CREATIVITY:**

- Initiative and creativity are both important in this position.

**WORKING CONDITIONS:**

- Strict adherence to township confidentiality policies and procedures.
- Both inside and outside work in all seasons.
- Possible exposure to hazardous materials.
- Based on a 40 hour work week
- Required to attend two meetings per month as part of salary.
- Overtime and travel is necessary