



EMPLOYMENT OPPORTUNITY

PUBLIC WORKS MANGER

Job Type: Full-time Permanent

Opening Date: May 3, 2024

Closing Date: Submissions will be reviewed as early as **May 6, 2024**, however the posting will remain open until a suitable candidate is located.

Compensation: The right candidate can expect a salary and benefits package reflective of their experience and credentials.

Job Summary:

Under the direction of the CAO, The Public Works Manager's responsibilities shall be to oversee the Public Works operations of the R.M. of East St. Paul, including municipal roads and drains.

Duties and Responsibilities:

- Establish work priorities and schedules,
- Direct and monitor subordinates in the performance of their duties,
- Supervise contractors in the performance of work contracts,
- Maintain an inventory of supplies,
- Provide training and supervision to subordinates,
- Maintain detailed records and files on maintenance activities and costs,
- Maintain a detailed inventory of equipment including condition reports,
- Ensure all standards for workplace safety and health are met,
- Comply with provincial regulations respecting Transfer Station sites,
- Maintain and manage Transfer Station operations and staff
- Schedule projects and develop cost estimates for use in budgetary projections,
- Respond to all emergency call outs as required,
- Hold regular meetings with subordinates to discuss matters of general interest such as new policy, procedure changes, production, safety, and other concerns,
- Check and approve time sheets,
- Approve overtime work required, including in emergency situations,
- Provide information required for billing for custom work or sale of goods or services,
- Co-ordinate plans with other departments as required to ensure continuity of services,
- Inspect streets, roads, drains and other municipal facilities for possible, deterioration and ensuring the necessary maintenance and repairs are carried out
- Determine when snow clearing of streets and roads is required and ensuring it is done,
- Develop a detailed plan to identify present and future maintenance equipment requirements,
- Develop a detailed plan to identify present and future infrastructure servicing and facility requirements,
- Establish facility management standards such as frequency of maintenance and facility life cycle standards for replacement,

- Prepare preventative maintenance schedules and programs ,
- Assist in the preparation of the annual Public Works budget,
- Prepare budget and administer the Capital Road Program
- Prepare budget and administer the Capital Drainage Program
- Respond to general enquiries and complaints from the public,
- Prepare Public Works reports and recommendations for Council as required,
- Inform the CAO of required changes to by-laws and policies,
- Shall have the authority to employ temporary, casual and part time employees for the provision of public works services and activities,
- Shall have the authority to hire individuals to replace permanent employees under his/her supervision when a vacancy occurs, with the agreement of the CAO,
- Shall have the authority to discipline, suspend and dismiss temporary, casual and seasonal employees under his/her supervision as required
- Shall have the authority to discipline and suspend full time and part time permanent employees under his/her supervision as required,
- Shall have the authority to dismiss full time and part time permanent employees under his/her supervision as required with the agreement of the CAO,
- Other duties as assigned by the CAO.

Core Skills Knowledge and Abilities:

- Knowledge of construction and maintenance techniques, equipment and heavy machinery operations,
- Knowledge of municipal policies and procedures pertaining to street and drainage system construction, maintenance and improvement,
- Knowledge in the safe use, operation and preventative maintenance of various equipment to which assigned,
- Skill to use a personal computer and various software packages,
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to coordinate, organize, and problem solve
- Knowledge of modern business communications and modern office procedures
- Ability to deal with the public in a tactful manner,
- Ability to establish and maintain working relationship with associates,
- Ability to supervise and manage personnel,
- Personal initiative balanced by a willingness to follow directions.

*** The foregoing reflects the general requirements considered necessary to describe the principal functions of this position, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. ***

Credentials and Experience:

- Valid Province of Manitoba driver's class five (5) license,
- Experience in working with AutoCAD and a GIS system,
- Background in engineering related field,
- Equivalent combination of education and experience.

Working Conditions and Physical Demands:

- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping,
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word,
- Hearing is required for operation of machines, and operation of motor vehicles or equipment,
- Subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

Submit resume and cover letter in confidence;

- By mail or in person in a sealed envelope marked **APPLICATION – Public Works Manager, Attention Carli Maxim**, R.M. of East St. Paul, Unit #1 – 3021 Bird's Hill Road, East St. Paul, Mb. R2E-1A7
- By email to: carli.maxim@eaststpaul.com

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.