

Job Description:

Works Supervisor

Reports to:

Mayor and Council

Role:

Administers, schedules and directs all Public Works operations in the Village of Sussex Corner in accordance with the policies established by Village Council

Responsibilities:

Responsible for the complete, efficient and economical operation of the Water System, Waste water system, Streets, Buildings and other facilities related to Public Works for the Village of Sussex Corner.

Develops daily work schedules to staff and monitors activities

Maintains streets within and belonging to the Village in a clean condition, free from encroachments, obstructions and nuisances generally and at all times in good condition for public use. Shall also promptly repair or cause to be repaired any damage thereto which may be reported and liable to cause damage and injury.

Supervises the snow removal, sanding and salting operation on Village property including the monitoring and directing of equipment hired under contract to the Village to supplement the Village's snow removal operations.

Ensures all complaints/work request are dealt with in accordance with priorities. Monitors progress and ensures that complaints are dealt within the appropriate time frame.

Maintains all Public Works equipment and ensures this equipment is used to the greatest advantage in most economical way.

Maintains good relations with staff.

Institutes training methods and programs for his staff to ensure development of personnel under his jurisdiction.

Ensures that all reports on service installations, IE culverts etc, are recorded and maintained in progress file records.

Carries out field inspections of all major maintenance problems and projects and ensures all work has been completed on subcontracted work. Recommends approval for payment of subcontracted work.

Develops long term and short-term plans and detailed schedules for maintenance plans for all phases of work required in the Village's works operations.

Determines maintenance materials required for a specific job, and initials purchase requisitions for these items.

Allocates equipment and manpower to ensure that seasonal and other requirements are met.

Establishes methods and procedures for performing maintenance work including the maintenance of required manuals.

Certifies all accounts for wages, supplies and materials incurred for work done by or for the Works Department.

Ensures that sufficient materials are held by the Works Department for carrying out emergency work and that tools and equipment are properly accounted for.

Inspects and maintains all signs and lights and effects repairs where and when necessary.

Ensures all regulations pertaining to safety and safe working conditions are adhered to and that an active safety program with employees represented is encouraged.

Reviews with Mayor and Council requirements to purchase or replace vehicles and portable equipment.

Prepares in conjunction with the Clerk / Treasurer and annual budget for Works Department based on needs/priorities level of services and standards.

Monitors the operations of his department by comparing actual monthly results to budget, assessing significant variations and taking corrective action.

Ensures that operations in the department are conducted in an efficient manner by discussing problems and planned activities with staff.

Keeps abreast of developments in public works field and ensures that pertinent information is dispersed to staff.

Maintain all records of vacation, sick leave, overtime and time off for all full-time staff within his department.

Review and code time sheets, as well as break down overtime and part-time cost to Operating Accounts.

Record all Work Orders and code to Operating Accounts, as well as costing of Work Orders as to labor, equipment and material.

Supervises and inspects work of contractors.

Maintains records and inventory of Department assets.

Prepare various reports associated with Department spending such as cost studies on services activities performed by the Department.

Undertakes such other duties as may be assigned by the Mayor and Village Council.

Approve invoices for payment and approve account coding for such expenses.

Qualifications: The Works Supervisor shall have a thorough knowledge of the role, functions and principles of public works within a municipality and have acquired good management skills especially regarding employee relations. The Works Supervisor must possess effective communication and analytical skills as well as the ability to relate to various levels of government and the general public. A Technical degree in Civil Engineering would be considered a strong asset for the position but related education and experience could be adequate.