

Director of Municipal Works Job Description

REPORTS TO: Chief Administrative Officer

QUALIFICATIONS:

Education:

Bachelor of Engineering (civil preferred); registered as a Professional Engineer with Engineers NS, with several years of progressively responsible experience related to municipal engineering and infrastructure. Experience in a municipal government setting, project management and procurement are assets.

Personal:

Well-developed organizational and human resource management skills. Demonstrated ability to meet deadlines with frequent interruptions and maintain accuracy under pressure. Communicates effectively with peers, staff, other agencies and the public.

OVERVIEW:

This is a significant role responsible for the leadership of all municipal public works functions and Berwick Electric. Work involves full accountability for the effective management of the Department. The Director shall supply administration, operation, procurement and project management services for all municipal programs in electric utility, wastewater, stormwater, roads, sidewalks, parks, recreation facilities, buildings and environmental services. There is considerable contact with elected officials, employees, other levels of government and the public.

DUTIES and RESPONSIBILITIES:

Administer Capital Program

- Manage the Town's Capital Program involving distribution lines, substations, electric vehicle chargers, hydro generating station, Community Solar Garden, storm/wastewater treatment and distribution systems, roads, sidewalks, trails, recreation facilities and building infrastructure.
- Budgeting, procurement, preparation of tender specifications and engineering drawings, contract awards, construction administration and related reporting.
- Responsible for all aspects of project management, including project identification, development, life-cycle analysis, risk management, scheduling, resource management and implementation/commissioning.
- Responsible for development of engineering plans and tender specifications for in-house Capital projects and infrastructure initiatives.
- Manage asset management plans and long-term budget forecasts related to municipal infrastructure.
- Manage construction projects for quality control and to ensure safe work practices and industry standard processes are followed.

Administer Operating Program

- Lead a team of unionized staff, providing coaching, work/training plan development and performance management.
- Oversee the safe and reliable construction, maintenance and operation of the electrical distribution system in accordance with industry standards.
- Ensure that sewer treatment facilities perform within the operating requirements set by Nova Scotia Environment.
- Designated as the Traffic Authority for the Town according to the Municipal Government Act.
- Manage the Town's infrastructure maintenance programs.
- Manage day-to-day operations of the Municipal Works depot and Town Hall.
- Ensure that there is appropriate and prompt response to all citizen inquiries and complaints regarding the Department and its services.

Technical Liaison for Engineering Services

- Provide technical and engineering advice relating to projects/operations to Municipal Council, Committee of the Whole and Council Committees.
- Provide engineering advice and recommendations related to Planning Applications, Development Agreements and Subdivision Applications.
- Administer consulting, construction and maintenance RFPs/contracts related to all Town infrastructure and facilities.
- Review deliverables prepared by consultants and provide direction and engineering advice relating to project merits, design and concepts.
- Collaborate with the Director of Finance around electricity rate studies.

Engineering Review of Subdivision Developments

- Designated as the Municipal Engineer according to the Municipal Government Act and Subdivision Bylaw.
- Oversee engineering review of new subdivision developments in the Town, ensuring compliance with Town policy, by-laws and specifications.
- Liaison with developers and approval agencies.
- Approval of sewer connections.

KNOWLEDGE, SKILLS and ABILITIES

Extensive knowledge of the principles, practices and techniques of municipal service management as related to public works and electrical utility operations. Ability to analyse a variety of municipal service problems, to make recommendations as to their solution, and to prepare working procedures. Ability to manage projects, specifically: tendering, procurement, administration, quality control, schedules and construction/ Ability to lead, supervise, delegate and evaluate subordinates. Ability to express ideas effectively, orally and in writing. Ability to develop and maintain effective working relationships with municipal officials, employees, other levels of government and the public.

OTHER

Must have a valid driver's license.