



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** PUBLIC WORKS SUPERINTENDENT (Position description under review)

**DEPARTMENT:** PUBLIC WORKS

**POSITION TYPE:** FULL-TIME PERMANENT EXEMPT POSITION

**LAST UPDATED:** OCTOBER 2018

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### NATURE AND SCOPE OF WORK

Reporting to the Manager of Public Works, the Public Works Superintendent provides field leadership, supervision and technical guidance to foreman and work crews engaged in the maintenance and repair of the City's assets including storm drainage, roads, parks, sanitary, and pedestrian systems with the purpose of accomplishing the goals and objectives established for the department.

The superintendent will be responsible for hiring, coaching and managing staff, and ensuring compliance with applicable bylaws, policies, statutory requirements, and the collective agreement. Responsibilities also include maintaining technical knowledge of effective planning and maintenance, facilitating the implementation of an asset management priority-based program, providing technical and other reports, ensuring quality control, and evaluating work to ensure planned results are achieved.

The Superintendent is accountable for safe work practices through their practice of due diligence and an understanding of the role of WorkSafe BC and the statutory and regulatory requirements as they relate to areas of responsibility. The Superintendent will promote safety through their active participation in all aspects of the OH&S programs including regular inspections, safety meetings, investigations and safety events.

### TYPICAL DUTIES AND RESPONSIBILITIES

1. Provides leadership, field supervision and technical guidance to foreman and work crews engaged in the maintenance and repair of the city's public works and parks infrastructure, ensuring crews are working effectively and efficiently.
2. Manages staff performance, motivates and supports the learning, development and retention of highly competent, customer service-oriented staff through selection, training and day-to-day management practices which support the City's mission and values. Conducts performance evaluations and conversations and disciplines staff as required.
3. Researches, designs, co-ordinates, implements, and evaluates multi-year plans aimed at the delivery of sustainable, safe, environmentally sound Public Works services.
4. Researches, designs, and actively manages projects and exercises independent judgment to determine work methods and prioritization of projects within the framework of established departmental policies and annual work plans.



5. Assists in the planning and organizing of work plans for the Public Works Department.
6. Investigates customer complaints and takes appropriate action to correct deficiencies.
7. Assists the Manager of Public Works in the preparation of the department budget and monitoring of expenditures.
8. Assists in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards to ensure the department is achieving the City's and Councils vision, mission values and strategic objectives.
9. Assists in the implementation of, and compliance with, the City's Occupational Health and Safety Program as it relates to the Public Works Department.
10. Assists in the establishment of performance requirements and personal development targets, coaching, evaluation of staff and address performance deficiencies in accordance with the collective agreement and City policies.
11. Assists in implementation, data capture and utilization of the data via asset management and financial software packages.
12. Advises the Manager of Public Works on priorities and issues that need to be addressed at a corporate level, as opposed to a jobsite.
13. Provides input in the development of scope, specifications of bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects.
14. Assists in the recommendation for contract awards and coordination of the review of contractor's performance.
15. Assists in the coordination, review and approval of the work of independent service providers, including consultants and, public works maintenance and construction contractors.
16. Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works.
17. Coordinates condition assessments of the City.
18. Ensures conformance to all Provincial and Federal Legislation, Policies and Regulations, in conjunction with the Manager of Public Works.
19. Prepares, reviews and maintains a wide variety of written reports and records including: periodic progress reports, incident/accident reports, utility location maps, work orders, and maintenance requests for department activities.
20. Participates in analysis of data and information and preparation of recommendations and reports regarding the maintenance of public works infrastructure, capital project development, staffing requirements and other technical and management issues; determines time, equipment, material,



and personnel requirements for major maintenance works.

21. Performs other related duties and acts in capacity for the Manager of Public Works, as required from time to time.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

A level of education, training and experience equivalent to a Diploma in a related discipline such as civil engineering technology plus a minimum of 3 years’ supervisory experience in a unionized environment for either a public works or multi-disciplinary construction company.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of road rehabilitation and maintenance and drainage systems including: theory, principles, practices and techniques of public works, traffic engineering, and public works maintenance functions.
- Strong working knowledge and the ability to interpret, explain and adhere to the requirements of all applicable federal, provincial and local laws, codes and regulations.
- Strong understanding of the requirements of Occupational Health & Safety rules and regulations under WorkSafe BC legislation.
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Demonstrated ability and experience supervising a team using the principles and practices of management and supervision, including experience working in a unionized setting, working knowledge of collective agreements and Human Resource policy administration.
- Ability to assist in the planning, directing and integrating, comprehensive public works programs and activities.
- Ability to analyze field engineering and maintenance issues and problems encountered on job sites and the ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action, and engage the Manager of Public Works or higher levels in complex decision making.
- Ability to evaluate management practices and adopt effective courses of action.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Ability to exercise sound, independent judgment within general policy guidelines and ensure standards are being maintained.
- Ability to establish and maintain effective working relationships with City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

APPROVED:

INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER \_\_\_\_\_ DATE: \_\_\_\_\_