



Chatsworth

Reports to:	CAO Clerk
Supervises	Direct – Lead Hands, Arena employees, Landfill Operators Indirect: Equipment Operators, Seasonal Employees, Planning Assistant
Pay Method	Salary as per contract
Group Benefits	Yes
Overtime	Not Paid – Receives one extra week vacation for attending Council meetings.
On Call	Yes

PRIMARY PURPOSE

The Operations Manager is responsible for the oversight of all Township Road Infrastructure including maintenance and construction, parks and recreation facilities, landfills and gravel pits. The Operations Manager will support the cost efficient and effective delivery of general government operations, meeting the needs of residents and ratepayers in a customer-friendly fashion. This position will act within applicable legislated requirements, technical standards, construction and repair standards, levels of service, standard operating procedures as well as corporate policies and procedures. Plans, organizes and assigns the work to departmental employees. Drafts operating and capital budgets and discusses plan, priorities and costs with Treasurer and CAO. Provides guidance and advice to Council regarding infrastructure.

ROLES AND RESPONSIBILITIES

Public Works Operations

Participates actively as a member of the Senior Management Team.
Oversees the activities of the Roads Department including roads, sidewalks, bridges, landfill, gravel pits, parks, and other municipally owned facilities and property maintenance.

Oversees all construction and maintenance projects including coordination of municipal staff, contractors, engineers, etc. Responsible for acquiring all required permits and locates for projects prior to construction.

Works with consulting engineers and contractors and oversees projects approved by the Township. Conducts on site inspections as required.

Responsible for the delivery of all services assigned to his or her area and carries out all duties as assigned.

Ensures all municipal policies are adhered to and safety regulations followed.

Ensures that all equipment and Road Depots are maintained in good clean condition on an ongoing basis.

Ensures that all work is undertaken systematically to ensure minimal inconvenience to the public and ensure that economical solutions are used.

Reviews and comments on development applications (ie. plans of subdivision, minor variances, consents, etc. and monitors development relating to public works.

Coordinates the repair of washouts, drain and culvert obstructions, and other road maintenance as required.

Coordinates the maintenance and repair of public works fleet and equipment.

Develops policies and procedures to ensure best practices in the department.

Small halls – water sampling – assists with distribution in urban areas (Chatsworth and Walters Falls).

Recreation Facilities

Oversees the activities and maintenance of designated municipal recreation facilities and parks.

Municipal Drains

Oversees all municipal drains, including coordinating annual inspections and repairs with Drainage Superintendent.

Human Resources (HR)

Responsible for directing and supervising Lead Hands and operators, landfill attendants, sidewalk operator and other maintenance staff as required.

Oversees Winter Control Operations, ensuring Employment Standards Act is adhered to. Meets or exceeds Minimum Maintenance Standards.

Develops and implements a training plan for all departmental staff to ensure qualifications are obtained and maintained including qualifications that maybe prescribed by provincial/federal agencies.

Reviews all departmental employee timesheets.

Ensures that all operations are carried out in a safe manner to prevent injury to persons and damage to property.

Responsible for risk management, health and safety, WHIMIS compliance and other training as required.

Makes recommendations on hiring, disciplining or terminating departmental employees in consultation with the CAO Clerk.

Spending, Budgets & Internal Control

Responsible for departmental purchasing, including the issuance of Requests for Quotations and/or Tenders in keeping with the Township's Purchasing and Procurement Policy. Ensures that tenders/quotes are issued in a timely fashion to allow for uninterrupted operations and scheduling of projects. Reviews all accounts for payment.

Administers the approved operating and capital budgets and life-cycle management of assets and infrastructure.

Assists in the Development of the capital and operating budgets of the Department in cooperation with the Treasurer and CAO Clerk.

Manages inventory of equipment, supplies and materials and makes recommendations on the purchase of equipment and materials.

EDUCATION, SKILLS and EXPERIENCE

1. Formal Education

Diploma, Degree or Certificate

Post secondary education at the college level or equivalent combination of education and experience in a related road field, Road Construction and Maintenance Certification from an accredited Road School.

Certified Engineering Technologist

Professional Designation/Certification

CRS designation desirable,

Certified Municipal Manager desirable

License

Valid Class DZ or AZ drivers' license desired with clean abstract

2. Ongoing Personal Development

Attendance at conferences, workshops, seminars to stay abreast of changing legislation, best practices.

3. Work Experience

Minimum of 5 – 7 years of municipal experience in road construction and 3 years managerial experience

Knowledge of municipal budget practices and processes from initial development of specifications to monitoring and variance reporting.

4. Decision Making Authority and Judgment Skills

Accountable to CAO Clerk, the Operations Manager is responsible for the oversight of all Township Road Infrastructure including maintenance and construction, parks and recreation facilities, landfill operations and gravel pits.

Must fulfill legislative/regulatory requirements
Exercises substantial discretion in carrying out day to day activities

5. Problem Solving Skills

Highly developed organizational and analytical skills
Recognizes problems, issues and opportunities
Evaluates and considers alternative options and solutions
Analyzes underlying issues and root causes.

CORE COMPETENCIES

1. Interpersonal and Communications Skills

Good interpersonal, communications skills and public relations skills.
Ability to deal effectively with external contacts and with the public.
Prepares written reports and recommendations as necessary to Council
Maintains a diverse range of contacts within the municipality and the municipal sector (ie. County Officials, neighbouring municipalities), engineers, outside agencies, ratepayers and consultants

2. Leadership Skills

Strong organizational, leadership and management skills including the ability to create and lead a team environment.

Specific to Management Employees:

- Mentor
- Manage performance, talent & succession
- Build & sustain relationships
- Integrity and Work Ethic
- Excellence & accountability
- Make decisions using professional judgement
- Organize
- Plan
- Innovate

3. Personal Organizational and Time Management Skills

- Ability to multi-task
- Sets goals and priorities for department
- Ensure tasks are completed on time
- Delegates tasks appropriately.

4. Familiarity Gained through Experience.

Regularly reviews provincial/federal legislation requirements with respect to the functions of the public works department.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is performed in a standard office setting and requires extensive computer work, concentration and sitting. Work requires a high level of accuracy and attention to detail while experiencing frequent interruptions. Frequently attends meetings at other locations.

Exposure to all weather conditions.

Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.

Work is subject to frequent demands and shifting priorities.

May be required to work overtime and unusual hours to respond to emergency situations in a timely manner. May be required to attend evening and/or weekend meetings and other events as required.

HOURS OF WORK

Regular weekly hours of work are 40 hours. This is a salaried position with no overtime being paid. One extra week's vacation is granted as compensation for attendance at Council meetings.

CONTACTS

Internal: Department Heads (daily)
Lead hands (daily)
Departmental Employees (daily)

External: Members of the public (daily)
Other municipalities (weekly)
Government agencies (occasionally)
Professional services (weekly)

Public Relations: Communication with members of the public (i.e.: general inquiries, public meetings, educational sessions, monitoring communications, etc.).

REVIEW/APPROVAL

Current Incumbent(s):		Date:
CAO/Clerk		Date: