

## Job Information

Job title	<b>Supervisor- Public Works</b>	Job Code: SUPW	Pay Grade: P
Title of immediate supervisor	Section Manager		
Department/Division	Engineering / Public Works		
Prepared by	N. Pallan		
Date Created	April 17, 2015	Revised date	Sept 2024

## Job Purpose

Performs technical work involving administration and supervisory duties in either, the Roads, Waterworks, Storm & Wastewater, Electrical, Solid Waste, Fleet, Signs and Markings or Manufacturing Sections. Assists the manager in carrying out maintenance or construction programs and the day to day operations of their respective sections. Supervises and directs section staff in all aspects related to daily work and operations.

## Duties and Responsibilities

- Conducts and participates in pre-planning and planning sessions for projects.
- Plans, schedules, coordinates, and allocates work on a day-to-day basis for maintenance, construction or technical operations crews.
- Directs and supervises work that is assigned to crews.
- Directs emergency works such as flooding, snow and ice removal, spills etc.
- Orders materials and equipment, schedules additional labour as required.
- Inspects projects, worksites and maintenance shops regularly for efficient and safe work procedures and orders changes.
- Reviews project progress on a regular basis to ensure efficient operations and effective use of resources.
- Ensures that work is completed according to good engineering or industry best practices and specifications and within planned budgets.
- Ensures operations/work is in adherence to applicable environmental, public health, and safety, acts, regulations, policies and procedures.
- Prepares and maintains a variety of reports and records to track operations and associated costs, using electronic and paper formats.
- Prepares detailed cost estimates for planned and future work and projects.
- Assists in the preparation of annual operation budgets.
- Assists in the assessment of public works assets such as roads, sidewalks, water mains, sewer mains, litter bins, traffic signals, water meters, tools, vehicles and equipment etc.
- Responds to complaints and enquiries from the public, various departments/sections and/or other agencies and takes appropriate timely action.
- Counsels, directs, trains and disciplines employees and assists in the preparation of employee performance appraisals.
- Assists in the interviewing and selection process for new and advancing employees and actively directs their on-the-job training.
- Attends and participates in planning meetings with other sections, departments, or agencies on matters relating to the continued efficient operations of the section.
- Assumes some duties and responsibilities of the section manager in their absence.
- Applies for Electrical Permits and inspects municipal and contractors electrical installations.
- Conducts vehicles inspections and repairs when required.
- Creates a "work safe" culture for section employees.
- Performs other related duties as required.

## Qualifications

ALL SECTIONS

- Grade 12 or equivalent.
- Two year diploma in related field.
- Five years progressive experience in a related position, specific to the section, with a federal, provincial or municipal Public Works Department, or private contractor doing directly related work with similar responsibilities.
- Experience in project management including planning, budgeting, cost estimating and scheduling.
- One year supervisory experience in a related operational work area.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 Driver's Licence.

### WATERWORKS

- Level III EOCB Certification in Water Distribution or demonstrated equivalent knowledge through a combination of acquired related experience and education.
- Cross Connection Control Certification (Technical Operations)
- Extensive experience and completion of courses / training related to hydraulics, water distribution system maintenance, & SCADA system operation and maintenance.

### STORM & WASTEWATER

- Level III EOCB Certification in Wastewater Collection Systems or demonstrated equivalent knowledge through a combination of acquired related experience and education.
- Sanitary Sewers: - Extensive experience and completion of courses/training related to pump mechanics, hydraulics, wastewater collection system maintenance and SCADA system operation and maintenance.
- Drainage: considerable knowledge of environmental protocols and best practices related to the maintenance, stewardship and restoration of creeks and waterways, including environmental protection and spill response
- Extensive experience in the maintenance of municipal drainage systems, including familiarity with tools, equipment and materials used.

### ELECTRICAL

- Certificate of Apprenticeship or Trades Qualification in Electrical Trade
- Certification as a Class "B" Field Safety Representative under the Canadian Electrical Code
- Valid BC Class 5 Driver's Licence with air brake endorsement (minimum)
- Possession of "Close Proximity to Power Lines" Certificate
- Holds Municipal Operating Permit as required under the BC Electrical Safety Act.

### SIGNS AND MARKINGS

- Current IMSA Level 2 accreditation and certification.

### STREET OPERATIONS

- Must be eligible for registration in the Applied Science Technologists and Technicians of British Columbia (ASTTBC), or possess an equivalent combined education and experience.
- Extensive experience and/or training in Road maintenance and construction, estimating and time management.
- Considerable experience and training in administering a snow and ice control program.

### SOLID WASTE SERVICES

- Valid Class 3 BC Driver's Licence with air brake endorsement
- Completion of a recognized defensive driving course
- Certification to operate rubber tire backhoe

### FLEET

- Valid Class 3 BC Driver's Licence with air brake endorsement
- Certificate of Apprenticeship or Trades Qualification as automotive, commercial transport or heavy duty technician
- Authorized Inspector with Commercial Vehicle Safety and Enforcement (CVSE)

- Designated Inspection Facility course including knowledge of facility requirements, documentation requirements, preventative maintenance requirements.
- Designated Inspection Facility licence.
- Knowledge of all applicable industry acts and regulations including, Motor Vehicle Act, Commercial Vehicle Transportation Act, etc.
- Knowledge of welding, fabrication, hydraulic systems and all other vehicle sub-systems.
- Experience overseeing a shop including familiarity with safe use of common shop tools, identification of shop hazards, development of safe work practices, optimizing workflow, knowledge of parts room and inventory setup.

### **Physical Requirements**

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

### **Working Conditions**

Works in an office environment and outside in all types of weather.