



Public Works Superintendent

The Town of Placentia is a community of over 3,600 residents and as we continue to ensure we are providing excellent service to our residents and building a community where you can live, grow and invest, we are inviting applications for a full-time Public Works Superintendent to join our team.

Applicants must be available to work Mon-Fri with availability and flexibility for any evening and weekend work required.

File No: TOP-11-2017 Public Works Superintendent
Hours: Minimum 40 hours weekly
Closing: December 5, 2017 @ 4PM
Salary: To be negotiated based on qualifications and experience

A detailed job description is attached **OR** can be obtained by e-mailing townofplacentia@placentia.ca or by calling 227-2151 Ext. 229.

Please reference the file number above and submit a cover letter with résumé and copies of certificates and/or diplomas required for the position marked with the file number.

Applications can be submitted in the following manner:

Via e-mail to: townofplacentia@placentia.ca (Applicant should request a “read receipt” to ensure delivery is received.)
Via Canada Post to: Town of Placentia, P. O. Box 99, Placentia, NL A0B 2Y0
Via Fax to: (709) 227-1288
Or Hand Deliver to: Town Hall, 25 Patterson Drive, Placentia

The Town of Placentia is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted.



Position Title: **Public Works Superintendent**

Reporting To: **Chief Administrative Officer**

Purpose of Position

Reporting to the Chief Administrative Officer, the Public Works Superintendent is accountable to provide leadership and direction including overseeing the provision of a comprehensive suite of services in the areas of infrastructure development, capital asset management, municipal water distribution and wastewater collection, waste management, municipal enforcement/development control, street and landscape maintenance, infrastructure, parks, playfields, trails and open spaces maintenance, administering all capital projects, liaising with consulting engineers and contractors and project management of all capital projects.

As a member of the Senior Management team, the Superintendent contributes to the effective management of the Town, leading development of longer-term policy and management planning to address Council's strategic priorities. The Superintendent provides administrative support to the Public Works & Infrastructure Committee including the provision of expert advice and consultation on issues that arise.

Minimum Qualifications

The ideal candidate will have significant management experience (3-5 years) in local government services, including sewer and water systems, road design and maintenance, parks maintenance and fleet manage. At a minimum, the ideal candidate will have a two year post-secondary degree or diploma in a related field supported by training in human resource management, project management and local government management or any equivalent combination of experience and training acceptable to the Town. Proficiency in work order maintenance systems and Microsoft programs such as Word and Excel is required.

Major Duties and Responsibilities

Specifically, the Superintendent is accountable to lead a portfolio of operational services on behalf of the Town of Placentia, directing cross-service themes and special projects as a member of the Senior Management team. The Superintendent will:

1. Contribute to the development of the Town's strategic plan and operational objectives, reporting on meaningful, accurate and timely management, performance and quality service targets.

2. Promote the town's vision, values, priorities and objectives to staff, colleagues, regional partners and the public. Foster effective working relationships based on mutual respect, a collaborative approach to decision-making and accountability to citizen interests.
3. Establish a Civil Infrastructure Asset Management Plan and supporting policy to maximize the life and value of assets at the least possible cost to the Town. The plan will address significant issues and business drivers utilizing an integrated approach to address asset lifecycle capacity and performance, levels of service, citizen expectations and recommended financial projections and programs within the context of Council's mission and priorities and regional planning efforts.
4. Oversee the Town's public works programs, ensuring the establishment of a framework of policies and high service standards in the areas of preventative maintenance, inventory control, sanitation and waste disposal, snow clearing, road and side-walk maintenance, recreation facilities and playground maintenance, by-law enforcement and development control.
5. In consultation with the CAO establish Key Performance Indicators (KPIs) that reflect departmental performance in the provision of programs and services and communicate results on a regular basis to key stakeholders including Council, CAO and staff.
6. Design and direct an annual service level review based on identified areas of citizen interest to measure base-line satisfaction indices and to identify cost-effective strategies for service level improvement.
7. Integrate and direct the efforts and results of a team of highly competent and empowered employees inspiring dedication, performance and quality of work in operations. Create an open and collaborative working environment that fosters new ideas, innovative solutions and a commitment to accountable service delivery.
8. Plans, schedules and prioritizes workloads, directs resources to implement work plans, issues disciplinary action as required in accordance with regulations and contracts and performances employee evaluations.
9. Regularly communicate to Council, CAO and others as appropriate regarding infrastructure management plans, service levels and achievements.
10. Oversee the development of specifications and bid documents for a variety of infrastructure, public works, and recreation related construction and maintenance projects. Recommend contract awards and negotiate contract provisions. Act as the Town lead for all capital construction and renovation projects, working with external agencies to safeguard the interests of the Town with regard to the effective delivery of programs, services or supports.
11. Provide strategic input to the budget planning processes as a member of the Senior Management team, advising on the allocation and control of financial resources in relation to

operating and capital plans. Maintain overall budget responsibility for the Public Works Department.

12. Lead the development of an integrated framework to identify, evaluate and treat strategic infrastructure risk across all assets, including potential impact, current controls and action planning against identified concerns.
13. Oversee Town infrastructure including the construction, maintenance and repair of all water and sewer systems, streets, parks, playfields, trails and open spaces, buildings and playground equipment. Ensure that private well and septic systems meet environmental standards and provincial regulations.
14. Oversee the design, implementation and reporting regarding quality assurance, operating and safety plans and procedures to address operational risk and collaborate with the Fire Chief in the development, implementation and review of emergency preparedness planning.
15. Collaborate with the CAO to address Occupational Health and Safety concerns and enforce all safety and health regulations of the Occupational Health and Safety legislations.
16. Receive and investigate complaints from the general public and respond in a timely manner.
17. Effectively manage and interpret the collective agreement.
18. Conduct annual performance evaluations of unionized staff reporting to the Superintendent.
19. Engage in relevant professional learning and development opportunities to build leadership capacity, facilitate the transfer of knowledge internally, enhance and improve communications internally and externally, address operational challenges that arise and enhance and improve customer services.
20. Responsible for the management of all outside operations and municipal services provided by the Town's unionized employees;
21. Works with the CAO and the Lead hand to ensure orderly and efficient outside services and that there is adequate supervision of employees;
22. Ensures the terms and conditions of the collective agreement are respected and adhered to as required;
23. Works to ensure employees receive feedback on their performance through professional evaluations;
24. Helps provide ongoing training, certification, and professional development and support to enable workers to carry out their responsibilities effectively and be in compliance with various regulations and work standards and practices

25. Establishes work schedules and allocates duties to employees (in consultation with the CAO and Lead Hand and others if required) to respond to needs and priorities of the Town;
26. Approves and assigns overtime (as required) in accordance with the provisions of the collective agreement (and in consultation with the CAO);
27. Reports to the CAO on issues or concerns related to workplace health and safety;
28. Works to resolve employee issues or concerns directly or through established and acceptable procedures;
29. Reports to CAO on all matters requiring disciplinary action, and makes every attempt to confer with the CAO/Mayor before suspending an employee or taking other disciplinary action;
30. Takes responsibility for the preparation of an annual departmental budget to present to the CAO (and Council) for approval outlining the needs and priorities of the department in the areas of infrastructure and public works;
31. Works with the Lead Hand to ensure employees are provided with the necessary supplies, tools and equipment to carry out their duties effectively;
32. Reviews services, work schedules, shift allocations, and other procedures related to operations and public works on an ongoing basis, and puts forth recommendations for revisions as necessary.