



# Municipal District of Fairview No. 136

## Position Description

February, 2025

Position Title: **Director, Public Works**

Position Classification: Manager

Position Category: Permanent Full-time

Regular Hours of work: 8.5 hours per day, Monday through Friday, 8:00 a.m. to 5:00 p.m.  
42.5 hours per week, 2210 annual hours  
Occasional evening meetings and weekend obligations

Reports To: Chief Administrative Officer (CAO)

Supervises: Heavy Equipment Mechanic  
Public Works Operators  
Public Works Labourers

Position Summary: Reporting directly to the Chief Administrative Officer, the Director, Public Works is responsible for the safe, efficient and legislatively compliant operation and management of the Department of Public Works. Such includes, but is not limited to, responsibilities and duties relating to: water and wastewater facilities and systems; infrastructure construction, maintenance and operation; road construction and maintenance; gravel pit operation and reclamation; airport maintenance; vehicle and equipment fleet procurement, management and maintenance; surface water management; and, facilities maintenance.

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### **Key Responsibilities**

#### *General*

- Responsible for the efficient, effective and safe management of all Public Works operations including, but not limited to:
  - Municipal Water and Wastewater facilities and systems,
  - Municipal infrastructure construction, maintenance, and operation,
  - Road construction and maintenance (grading, gravelling, snow and ice control, dust control, hard surface patching and repairs etc.),
  - Gravel pit operation and reclamation,
  - Airport maintenance,
  - Vehicle and equipment fleet procurement, management and maintenance,
  - Surface water management, and,
  - Facilities maintenance.
- Participate in strategic Municipal planning, establish departmental goals and objectives, implement strategics and tactics to achieve department goals and objectives.
- Oversee and direct the day-to-day work of employees within the Department of Public Works.
- Direct and oversee the seasonal, annual and day-to-day planning, procurement, operations and maintenance activities of the Department of Public Works.
- Conduct routine inspections of municipal Infrastructure and prioritize and schedule tasks accordingly.

- Provide advice and recommendations to the Chief Administrative Officer regarding the development and improvement of municipal infrastructure and facilities, procurement and disposal of assets, and operational or organizational changes.
- Lead and facilitate change in the organization to improve processes and implement best practices.
- Prepare preliminary cost estimates for potential or desirable future projects to facilitate planning, prioritization and approval.
- Subject to the direction of and collaboration with the Chief Administrative Officer, manage and coordinate engineering, design and construction activities relating to the development or improvement of municipal infrastructure or facilities.
- Supervise contracted services and ensure that the services are provided in accordance with governing contracts and within budgetary constraints.
- In collaboration with the Chief Administrative Officer and other Department Directors, develop and adhere to operating and capital departmental budgets, and exercise sound financial and asset management within the Department of Public Works.
- Oversee and direct Department of Public Works' capital and operating expenditures in accordance with approved budgeted allocations and purchasing level authorities.
- Direct and oversee the execution of approved operational and capital projects within determined time frames and approved budget.
- Assist the Chief Administrative Officer in short-term and long-term planning related to departmental scope of work.
- Develop or direct the development of policies, procedures and programs related to the departmental scope of work; implement and monitor the effectiveness of any such policies, procedures or programs.
- Ensure ongoing Municipal compliance with all legislation, regulations, policies and procedures pertaining to the scope of work of the Public Works Department.
- Respond or direct response to inquiries and complaints received from Municipal ratepayers (in an efficient and timely manner).
- Ensure all work-related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).

#### *Human Resources*

- Demonstrate advanced human resource ability and good judgment in department employee recruitment, hiring and retention.
- Ensure department employees are competent to perform the tasks they are assigned in an efficient, healthy and safe manner.
- Provide training or arrange for training for department employees to foster the continuous development and improvement of employee knowledge and skills, and to meet all legislative requirements.
- Plan and support department employee development through regular meetings, coaching, and conducting regular performance management reviews and plans.
- Supervise, evaluate, and discipline department employees in accordance with Municipal policy, procedures, and practices.
- Ensure department employee compliance with all Municipality's policies, directives, procedures, and practices.

### *Professional Development*

- Ensure all operating licences and professional or technical designations and certifications remain valid and current.
- Attend and participate in courses, workshops, seminars, and conferences to keep abreast of trends, best practices, and developments within the departmental scope of work.
- Demonstrate an ongoing commitment to continuous education and professional development.

### *Health and Safety*

- Make every reasonable effort to protect the health and safety of oneself and all employees.
- Participate in the municipal Health and Safety Program and demonstrate a commitment to the continuous improvement of the Municipality's Health and Safety Program.
- Ensure self, departmental and employee compliance with the Municipality's Health and Safety Program, as well as the *Alberta Occupational Health and Safety Act, Regulations, and Code*.
- Ensure timely reporting of incidents in compliance with municipal policies and procedures and the *Alberta Occupational Health and Safety Act, Regulations and Code*, as required.

### **Skills:**

- Possession of advanced public relation skills; ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to develop and present reports, briefings, plans, and ideas, orally and in writing.
- Demonstrate strong analytical and problem-solving skills.
- Ability to develop budgets and accomplish established objectives within an approved budget.
- Proven leadership and human resource skills with the ability to evaluate, develop, motivate, and manage employee performance.
- Ability to effectively work as a part of a diverse management team to meet the overall goals and objectives of the Department of Public Works and the Municipality.
- Strong time management, organization, planning and delegation skills; capable of maintaining even, productive work output.
- Knowledge and understanding of the *Municipal Government Act*, the *Occupational Health and Safety Act, Regulations and Code*, the *Environmental Protection and Enhancement Act and related Regulations and Code of Practices*, the *Traffic Safety Act*, the *Code of Practice for Pits*, the *Conservation & Reclamation Regulation*, the *Water Act and related Code of Practices*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal, Provincial and Federal Acts, Regulations and Codes.
- Ability to use a computer with demonstrated proficiency and knowledge of software such as Microsoft Office.
- Knowledge and ability to use GPS and GIS systems.

### **Preferred Qualifications:**

- Grade 12 Diploma or GED
- Diploma, Degree or Certification in a related discipline
- Supplementary certificates or designations considered an asset
- Minimum of five (5) years of experience in a related discipline and a minimum of three (3) years of supervisory or management experience
- Comprehensive knowledge of municipal Public Works operations considered an asset

- Certification in, or willingness to obtain certification in Level 1 Water Treatment/ Distribution & Level 1 Wastewater Collection / Treatment
- Certified in or willing to obtain certification in:
  - WHMIS
  - Ground Disturbance, Trenching & Excavation (Supervisory Level)
  - Transportation of Dangerous Goods
  - Standard First Aid/CPR-C
  - Leadership for Safety Excellence
  - Overhead Travelling Crane
- Class 5 Operator's Licence with suitable Driver's Abstract
- Acceptable Criminal Record Check
- FOIP (Focus on Privacy)

### **Working Conditions**

- Work in an office setting that would require periods of sitting, work on a computer, and other general administrative duties.
- Field work involving periods of standing, walking over rough or uneven terrain, bending, crouching, stooping, and reaching.
- Typical field worksites may be subject to:
  - noisy, dusty, greasy, wet, windy, muddy, or otherwise disagreeable conditions,
  - extreme temperatures and adverse weather conditions, and
  - moving vehicles and equipment.
- Occasional lifting of heavy items.