



County of Huron Job Description

Job Title	Manager of Public Works
Job Code	15028
Reports To	Director of Transportation
Division / Program	Public Works
Department	Public Works
Non-Union or Union	Non-Union
Pay Grade	
Effective Date	November 2013

Job Summary

The Manager of Public Works is responsible for providing day-to-day leadership and supervision of direct reports; monitoring department performance against business plan and budget; on-going promotion of health and safety practices; project management; monitoring contractor/supplier performance against contract terms and conditions; and, provide support to the Director of Transportation.

Minimum Job Specifications	
• Formal Education	Certified Engineering Technologist designation.
• Experience	Minimum of 10 years in the field with progressively responsible experience.
• Other	

Essential Skills & Responsibilities

- Provision of leadership and day-to-day supervision of direct reports (ie: Foreperson Wroxeter Bridge, Wroxeter Maintenance, Auburn Maintenance, Zurich Maintenance, Fleet Services and Paving & Construction) as well as outside suppliers/contractors, general day to day management of the Public Works staff
- Participation in the annual business plan and budgets (operating and capital) for the Public Works Division
- Monitoring of the performance of the Public Works Division against business plan and budget, preparation and submission of periodic performance reports to the Director of Transportation with initiation of corrective action as necessary
- Participate in Strategic Planning with the Director of Transportation (ie: current situation analysis, environmental assessment, business/economic outlook, setting/updating goals and strategies)
- Review and approval of purchase orders as established by policy
- Provision of leadership in the on-going promotion of health and safety practices for the public employees and contractors/suppliers; maintenance of a harmonious employee and labour relations climate throughout the Public Works Division



- **Project management of County construction projects as directed by the Director of Transportation**
 - **Establishment of operating procedures, work methods and standards covering services delivered by the Public Works Division, monitoring of operations against standards with initiation of corrective action as necessary**
 - **Monitoring of contractor/supplier performance against contract terms and conditions**
 - **Establishment and implementation of quality assurance program covering service delivery by the Public Works Division**
 - **Development and maintenance of a contact network with counterparts in other municipalities**
- Technical Knowledge and Skills**

Working knowledge of the professional/technical disciplines related to the Public Works Unit re:

1. **Current practices and techniques re: maintenance and operations of the County's roads network**
2. **Same as above for bridges and culverts**
3. **Same as above for storm drains/sewers**
4. **Content details, County's policies and procedures for development, applicable review i.e. site plan, sub-divisions, condominiums**
5. **County Emergency Measures and Disaster Recovery plan and role of the Department**
6. **Up to date practices for roads snow removal, application of salt/sand and other winter control measures**
7. **Up to date practices and techniques to ensure public safety covering the use of the County's roads and bridges**
8. **Quality assurance programs as applied to the operation and maintenance of the roads network, storm an sanitary drains, water/wastewater, and waste management**
9. **Content details, federal and provincial regulations and legislation related to roads network, bridges and culverts and storm drains/sewers**

Knowledge of sources of information for each of the above disciplines, ability to research information from appropriate sources and to track/monitor trends and developments

Ability to develop and maintain technical/professional contacts with counterparts in the municipal field as well as professional associations/groups

Management and Leadership Skills

- **Ability to evaluate specific work situations and to decide appropriate action based upon decision making principles and sound judgment i.e. distinguishing between facts and perceptions, anticipating consequences, maintain overall corporate perspective etc.**
- **Task management skills (planning, organizing controlling) as applied to own work, the work of subordinates and outsourced professionals/technicians**
- **"People management" skills (work direction and follow up, coaching/counseling, performance appraisal etc.)**



- Leadership skills in motivating/directing the work of others (subordinates, co-workers), e.g. leading by example and/or technical competence
- Working knowledge of effective training techniques and the ability of apply them in training/development subordinates, co-workers

Support Skills

- Effective in written communications (concise, to the point, well organized, etc.) i.e. Correspondence, letters, memos, short report, medium size to major reports, based on thorough staff work
- Effective In oral communications (concise, articulate, persuasive etc.) i.e. One on one, small group settings, large group presentation settings
- Ability to grasp problem essentials quickly and to identify cause effect relationships, ability to anticipate/identify problems and propose solution alternatives
- Interpersonal skills (e.g. empathic listening, descriptive vs. judgmental feedback, etc.) and the ability of apply them in contacts with subordinates, co-workers, outside suppliers/contractors, members of the County Council
- Negotiating skills (i.e. ability to clearly identify pertinent contract terms and conditions, evaluate trade-offs and reach agreements reflecting a win-win situation for the County and the parties concerned)
- Conflict management/resolution skills (i.e. ability to arbitrate/mediate differences of opinion among staff, peers, senior managers)
- Ability to handle/cope with on the job stress (i.e. simultaneous handling of "hot files", ambiguities/"grey" areas, conflicting views among senior County Staff and/or County Council, changing priorities, etc.)
- Ability to handle confidential information, familiarity with procedures to secure such information in County files/data system
- Computer literacy (i.e. working knowledge of Internet, application software pertinent to the Department and/or County IT Systems).

Confidentiality

Maintain strict confidence in accordance with County of Huron and Public Work Department policies.

Duty of Loyalty

As a representative of the County of Huron, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests, This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing u
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