

## JOB DESCRIPTION



Position: **Assistant Public Works Manager**

Department: **Public Works**

Work Week: **Monday – Friday, 37.5 Hours Standard Work Week**

Job Type: **Permanent Full Time**

Reports to: **Public Works Manager**

### **Position Overview**

Reporting to the Public Works Manager, the Assistant Public Works Manager (APWM) supports the overall operations of the Public Works Department. This role is instrumental in assisting with the management of road maintenance, road infrastructure, and the municipality's fleet of vehicles and equipment. The APWM collaborates closely with the Public Works Manager to ensure that all departmental activities adhere to municipal policies and objectives.

This position plays a key role in implementing the strategic direction set by the Public Works Manager and the CAO. They are responsible for coordinating daily operations, supervising staff, and ensuring efficiency and safety. This position requires strong leadership skills, the ability to manage multiple projects simultaneously, and the capability to communicate effectively with team members, other departments, and the public.

The Assistant Manager must demonstrate a commitment to ethical standards, safety practices, and financial responsibility. They are to foster a positive work environment, assist with performance appraisals, and support the department in navigating change and transitions.

### **Accountabilities**

- Assist the department manager in developing and implementing strategies that align with the organization's goals and objectives, contributing to both long-term and short-term planning, including setting priorities, resource allocation, and budgeting.
- Execute delegated tasks and projects that support the department's strategic initiatives, overseeing specific operational aspects as assigned.
- Monitor day-to-day activities to ensure they align with department goals and standards, and compliance with relevant laws, regulations, and organizational policies.
- Identify operational inefficiencies and recommend improvements to the manager.
- Supervise staff within the department, providing guidance, support, and mentorship.
- Assist in conducting performance evaluations, providing feedback, and implementing development plans for team members.
- Act as a point of contact for team members to address concerns, resolve issues, and maintain a positive work environment.
- Assist the manager in developing and managing the department's budget, monitor expenditures to ensure alignment with budgetary constraints.
- Lead or assist in the management of departmental projects, ensuring they are within scope, and on budget. Coordinate resources, track progress, and report on outcomes, addressing any project-related issues or obstacles.

*The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the work load.*

- Facilitate communication between the department manager and other departments, ensuring alignment and cooperation on cross-functional projects. Handle internal and external stakeholder complaints or issues professionally, escalating complex issues when necessary.
- Assist with the preparation and processing of all maintenance and service delivery reports, including personnel documentation, process records, service delivery reports, incident reports, and financial reports, in accordance with MD Policy and procedures.

### **Occasional Responsibilities**

- Serve as the acting department manager in their absence, assuming full responsibility for departmental operations during that time.
- Be prepared to carry out and respond to the 'after hours' phone as required.
- Support the implementation of the Emergency Operations Plan in the capacity as assigned by the CAO.

### **Qualifications**

- Post secondary education. Relevant experience may be considered.
- Minimum of 5 years supervisory experience in municipal government with shop oversight.
- General knowledge of road construction, building, and equipment maintenance.
- General knowledge of applicable federal, provincial and local laws, codes, and regulations governing municipal administration.
- Valid Class 5 Driver License
- Proficiency in MS Office Software (Excel, Word, e-mail)
- Accounting Skills

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