



**LABRADORCITY**

# **Director of Infrastructure and Public Works**

***Job Description***



**Status and Reporting Protocol:**

This is a full-time permanent management position which reports directly to the Chief Administrative Officer.

**Qualifications:**

The successful candidate must hold a degree in Public Administration, Business Administration, or Project Management, along with a minimum of 10 years in a senior leadership position in a unionized environment with extensive experience in asset management, change management, performance management, project & contract management, strategic planning, and a solid understanding of developing, overseeing, and managing a budget. Those with a combination of related training and experience will also be considered.

The Director of Infrastructure and Public Works must be a result-oriented individual with excellent communication skills. The ideal candidate will have exceptional skills in conflict management, negotiation, decision making, strategic thinking, labour relations and public relations. As a seasoned people leader, you will use your previous leadership experience to effectively lead, guide and coach teams in a fast-paced and challenging municipal environment. Working knowledge of modern computer technology and various software packages is required. An understanding of key legislative and regulatory requirements would be considered an asset.

**General Overview:**

This individual is generally responsible for the provision of engineering support and all outside operations and services provided by the Town's workforce and contracted service providers. Areas of oversight include, snow clearing and ice control, waste management, roads maintenance, water and sewer operations and infrastructure, health & safety, fire and emergency services, and capital assets, as well as for providing advice and direction on all areas of development and services within the Town.

**Scope of Work:**

The responsibilities of this position are broken down into the following broad categories:

1. Finance & Administration
2. Human Resources & Labour Relations
3. Municipal Services & Operations
4. Planning, Infrastructure & Project Management
5. Asset Management
6. Occupational Health and Safety
7. Other Duties

## Summary of Duties

### *Finance and Administration*

- Prepares and monitors an annual budget for the Public Works Department and Fire Department; informs the CAO and Director of Finance and Administration of adjustments required based on actual expenditures and adjusted forecasts;
- Responsible for the coordination of Capital Works projects for consideration during annual budget deliberations;
- Monitors the availability of grants, subsidies and other forms of funding and ensure eligibility, scheduling, and implementation requirements are fulfilled;
- Oversees the development of policies and procedures relating to all operations under the Public Works Department and Fire Department;
- Ensures that all protocols are followed, and written reports and records are maintained pertaining to various aspects of municipal services and operations, and works with senior staff and administrative support to develop reporting protocols and records management;
- Is the Town's liaison with the provincial and federal governments on all matters of jurisdiction and compliance relating to outside operations or services for which the Town is responsible;
- Is the staff lead for Council's Municipal Services Committee; and attends Council, Department Head, and Management meetings;
- Acts as the liaison between staff and administration in the maintenance of documents, overseeing the approval of timesheets, work orders, purchase orders and payables.

### *Human Resources & Labour Relations*

- Provides oversight and direct supervision of the Engineer, Superintendent, Operations Manager, Maintenance Manager, Fire Chief, and Health & Safety Manager;
- Undertakes employee performance management, including annual work plans and goal setting; provides regular feedback to subordinates as part of ongoing performance management; and provides appropriate measures of mentorship, inspiration, motivation, guidance, and professional support;

- Participates in the recruitment, hiring, training, management, scheduling, and professional development of employees;
- Provides oversight and works with the management team to prioritize duties and tasks for workers to ensure work is being assigned and carried out in keeping with the priorities established and to ensure maximum efficiency and cost effectiveness;
- Is responsible for directing the professional growth and development of employees, and helps administer and coordinate required certification, training, and professional development opportunities to ensure that workers have the necessary knowledge and training to carry out their responsibilities;
- Responsible for ongoing oversight of labor standards and other interactions relating to performance management, discipline, grievances, and arbitration;
- Participates as a member of the Town's Collective Bargaining team to develop, negotiate, and maintain agreements with the unionized workers;
- As a senior member of management assists the CAO and various Department Heads with labour related items as required.

#### *Municipal Services and Operations*

- Ultimately responsible for oversight of operations including engineering, water & sewer, fleet maintenance, streets & roads, snow clearing, waste management, fire & emergency, and other related services;
- Puts forth recommendations to improve services in all areas of public works, roads maintenance, snow clearing and ice control services, and other related services;
- Provides information and support to water and sewer staff, in consultation with the Engineer and others, on appropriate water treatment, chemical application, sampling, as well as plant and equipment maintenance to ensure a safe potable water supply, effective wastewater and storm sewer systems, and ensuring the highest standards of quality control are implemented;
- Ensures snow clearing and ice control operations are provided by contracted service providers in accordance with the terms and conditions outlined in contract agreements;
- Oversees the deployment of the Town's resources and equipment to ensure that streets are widened, and snow is removed from parking lots, public facilities, streets, and other areas within the jurisdiction of the Town's staff;

- Works with the Engineer, contractors, engineering consultants, and others to coordinate roads maintenance programs and carry out necessary repairs on all municipal roads, sidewalks, curbs, culverts, drains, and ditches;
- Is responsible for overseeing the coordination of garbage collection, bulk garbage, and household hazardous waste;
- Provides oversight and represents the Town on matters relating to the Labrador West Regional Landfill;
- Assumes primary responsibility for the coordination and successful implementation of recycling initiatives and other waste diversion initiatives on behalf of the Town;
- Works with Recreation and Community Services staff with planning and scheduling for ongoing seasonal maintenance and special events which require support from Public Works.

#### *Planning, Infrastructure, and Project Management*

- Assists Senior Staff and Council in efficient planning for various projects and providing adequate consideration for engineering, infrastructure, human resources, and other requirements;
- Works with the Engineer and others to determine cost estimates, control change order requirements, and works to keep projects on schedule and on budget, and in compliance with appropriate standards and specifications;
- Provides input into design features, infrastructure requirements, project planning, site considerations, or other relevant information pertaining to project development;
- Works with senior staff to ensure a presence on site to observe work and to maintain contact with project engineers and site forepersons to help protect the interests of the Town and to maintain a visible presence as required;
- Works to resolve issues and mitigate problems which might adversely affect the successful completion of projects or capital works initiatives;
- Has direct input into developing specifications and terms of reference for projects in consultation with the Town's engineering professionals and other senior staff as appropriate;
- Is the primary point of contact for project engineers, consultants, contractors, or developers on capital projects and helps oversee the scheduling and implementation;

- Assists the Engineer and other staff working with various funding partners on cost shared agreements (including agreements with the Department of Municipal Affairs) to derive estimates and process funding applications for capital projects on behalf of the Town;
- Represents staff at all public consultations or hearings relating to Town projects and helps respond to technical elements which might be of concern to residents, developers, or Council;
- Provides professional advice and direction on the administration and management of public infrastructure to ensure that Town staff are knowledgeable, and Council are familiar with the details of various contracts being considered for tender;
- Helps ensure the public tendering process is upheld and that the interests of the Town are served in various stages of the tendering process;
- Works with the Town's planning staff to help ensure that municipal services meet environmental standards and provincial regulations, and helps develop standards for non-serviced development within the Town that will provide adequate levels of protection for homeowners and abutting residents;
- Is responsible for the coordination of long-term planning for wastewater treatment and for future potable water supplies on behalf of the Town;
- Coordinates mitigation measures to curb the effects of sewage entering the streams, wetlands, or other areas where environmental contamination may occur.

### *Asset Management*

- Responsible for the continuation of development of the Town's Asset Management Plan and then provides oversight and ongoing maintenance of the Plan;
- Ensures there is a proper preventative maintenance program in place for the repair of all heavy equipment, emergency response, and fleet vehicles;
- Reviews and approves recommendations for the purchase and/or repair of vehicles, tools, equipment, supplies, and other necessary resources to maintain an appropriate level of service;
- Puts forth recommendations for ongoing maintenance of facilities and equipment aimed at prolonging the life of equipment and infrastructure;

- Helps ensure that routine maintenance is carried out by water and sewer and public works staff to properly maintain infrastructure, and to ensure that pump houses and lift stations are functioning properly and are properly maintained.

### *Occupational Health and Safety*

- Works with the Health & Safety Manager and other staff to ensure there is a culture of safety in the workplace and that employees strictly adhere to policies and protocols related to health and safety;
- Supports the coordination of special projects and activities to highlight the importance of health and safety in the workplace;
- Works to ensure that workers and workplace practices comply with provincial standards and that accurate records pertaining to workplace safety are maintained;
- Provides professional support and direction to the Health & Safety Manager to ensure workers are provided with the training and equipment necessary to carry out their duties safely;
- Ensures that “day to day” toolbox talks, and other routine safety talks and presentations are carried out with Public Works staff;
- Works with the Health & Safety Manager to develop an annual safety budget for the Town’s operations, and provides input and oversight into the development of that budget;
- Ensures there are regular meetings relating to worker health and safety, ensuring there is representation from all employee groups on the OH&S Committee;
- Works with senior staff and the Health & Safety Manager to ensure adequate supplies, equipment, and educational materials on hand to address safety concerns in all areas of the Town’s operations and with all employee groups;
- Ensures there is an appropriate orientation in place for all employees and employee groups – whether permanent, seasonal, part-time, summer employees or contracted service providers;
- Oversees initiatives aimed at improving employee wellness, worker compensation claims and benefits, Workplace NL eligibility rating (and costs), policy development, and other aspects of health and safety for the Town;

- Works with staff to ensure that contractors and other service providers are adhering to appropriate health and safety guidelines, and that equipment and procedures meet the standards set forth by provincial workplace health and safety guidelines.

#### *Other Duties*

- Complies with workplace health and safety standards and practices, and as a member of the management team, sets an example in the workplace through leadership, example, compliance, and support for other workers in the areas of workplace health and safety and safe work practices;
- Strictly adheres to policies and financial controls pertaining to spending, purchasing policies, cost controls, public tendering, budgetary oversight, and ensuring best value when making purchases on behalf of the Town;
- Demonstrates leadership, commitment, collaboration, and a strong sense of support for the CAO and other members of the management team;
- Develops and/or supports effective “standard operating procedures” for consistent application and use in the workplace to ensure high standards in the Town’s day-to-day operations and services;
- In the event of job action by the Town’s unionized employees, assists in maintaining essential (and other) services to the taxpayers of Labrador City in conjunction with the CAO;
- In addressing public complaints or other issues dealing with taxpayers of Labrador City as a Director is responsible for ensuring receipt and/or transfer of the complaint, investigation, corrective action, and proper communication with the taxpayer in a timely fashion as appropriate;
- Assists wherever possible with the preparation, coordination, and implementation of the Town’s Emergency Response Plan and is a member of the Emergency Operations Control Group;
- As a member of the senior management team, demonstrates commitment, mentorship, and support for employees and ensures there is good record-keeping and steps undertaken to assist employees and address deficiencies through appropriate progressive discipline focused on rehabilitation and improvement;
- Provides relief for management during periods of leave as required;
- Any other reasonable duties as assigned.



***The signature of the employee indicates that he/she has reviewed the job description, and has had the opportunity to seek clarification on any of the duties or responsibilities outlined for this position.***

\_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Administrative Officer)