



**Town of Wolfville
Position Description
February 2021**

Position Title:	Manager of Public Works		
Reports to:	Director of Public Works		
Reporting Staff:	n/a		
Salary Range:	\$60,549 - \$85,199	Band:	Level 4
Classification:	Permanent full-time		

Position Summary:

Reporting to the Director of Public Works, the Manager of Public Works is a non-union position. The position will assist the Director with administering a 10-year capital improvement program, the Town's asset management program and the operations of the Public Works Department. The Public Works Department is responsible for Fleet Services, Buildings, Streets and Sidewalks, Water, Wastewater, Stormwater, Street Lighting, and Traffic, in the Town of Wolfville. The position will work closely with all Town Departments to help with both capital and operational projects, and ensure Corporate initiatives such as, but not limited to, flood risk mitigation and reduction of greenhouse gas emissions are implemented successfully.

Core Expectations of Role:

Capital

- Design and supervise construction for small capital projects.
- Assist design consultants with site supervision and contract administration on large capital projects.
- Manage capital improvement projects undertaken by the municipality.
- Provide project management from feasibility study through construction for proposed new facilities in the capital improvement program.
- Help develop infrastructure design standards for the Municipality.
- Resolves construction related problems, disputes, and compliance issues.
- Manage and update the Asset Management Plan
- Review plans and specifications prior to tender
- Review tender submission and make recommendation of award.

Maintenance

- Develop and oversee the implementation of best practices for preventative maintenance within the Public Works Department and Water Utility.

- Review and update annual street, sidewalk and building maintenance plans.
- Manages technical reviews for subdivision applications and ensures standards are kept current to meet the needs of the Municipality.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures.
- Review storm water management and site drainage plan for development projects

Operations/Administrative

- Assist in establishing department goals and objectives.
- Assist the Director in setting annual operating and capital budgets for the Public Works Department
- Position may act as Safety Coordinator and ensure all operations adhere to applicable provincial and municipal Occupational Health and Safety policies, guidelines, and standard operating procedures.
- Assume responsibilities of the Director of Public Works in their absence.

Skills/Knowledge:

- Excellent communication and time management skills
- Excellent interpersonal and relationship building skills.
- Experience supervising and managing staff and resources.
- Skilled in the use of Microsoft Office
- Experience in design, construction, operation, and maintenance, of municipal services.
- AutoCAD experience considered an asset.
- Ability to problem solve.

Decision Making:

This position makes operation decisions guiding the department and development of strategies to implement the approved directions of Council.

This position makes recommendations regarding capital projects and potential changes to the contract based on field conditions encounter.

General Capabilities:

- Self-motivated
- Detail oriented
- Strategic thinking and problem solving
- Ability to function as an effective problem solver and consensus builder.
- Ability to lead and think inventively to develop and implement creative solutions.
- Ability to deal effectively and courteously with Council, staff, outside agencies and the public

Working Conditions:

- This position spends periods of time at a desk and in front of a computer.
- This position requires occasional situations of high conflict or stress.
- This position spends periods of time on project sites.

Other Benefits/Criteria:

- Eligible for membership in the Association of Professional Engineers of Nova Scotia or TechNova as a Nova Scotia Certified Technology Professional.

Education and Training:

- Nova Scotia Class 5 driver's license
- Degree in civil engineering or civil technology program
- Project Management Professional certification is considered an asset.

Related Experience:

- Minimum of five (5) years progressively responsible public works experience that includes engineering, water, and wastewater utility construction and operations.

Approved by:

CAO

Date