

**CITY OF CORNER BROOK
EMPLOYMENT OPPORTUNITY**

**SUPERINTENDENT OF PUBLIC WORKS
(Permanent/Full Time Position)**

The City of Corner Brook is presently accepting applications for the position of **Superintendent of Public Works**.

DUTIES: The successful candidate will report to the Director of Public Works, Water, and Wastewater, or designate. This position is responsible for the overall planning and supervision of the operations of Public Works and the Mechanical divisions of the City. The Superintendent is responsible for ensuring that the services delivered to the citizens and business community are carried out in the most effective and efficient manner possible and that City assets under the control of the divisions are managed in such a manner as to maximize the service life of each. The Superintendent provides supervision to the Foremen under his/her direction, ensures that each has the tools and resources necessary to properly achieve the goals and objectives assigned to them, and acts as a mentor and source of support to the supervisory staff.

QUALIFICATIONS: Successful completion of an undergraduate degree or diploma in Engineering or Construction Technology. Must possess at least ten (10) years of supervisory experience, preferably in a municipal environment. Must possess supervisory experience in a unionized environment. Must have excellent conflict resolution/negotiation skills, organizational and planning skills, and communication skills (both oral and written). Must possess excellent public relations and interpersonal skills to clarify facts, give information, respond to complaints and supervise subordinates. Must have knowledge of and training in OH&S act and regulations. Must have training and experience in infrastructure management/maintenance, asset management, heavy equipment and/or snow/ice control. Must possess strong analytical, problem solving, organizational, motivational and time management skills. Training and experience in project management would be considered an asset. Must be proficient in the use of computers including outlook, spreadsheets, databases and word processing. Must have a proven track record of multi-tasking, prioritizing tasks and scheduling. Training and experience in work planning including the use of work planning software, would be considered an asset. Experience with vehicle and equipment maintenance and fleet management would be considered an asset. Must have a valid Newfoundland and Labrador driver's license.

SALARY: \$59,443 – \$79,257

CLASSIFICATION: Non-Union

HOURS OF WORK: 40 hours per week

CLOSING DATE: Wednesday, March 14th, 2018

COMPETITION NO: 2018-04

Please submit résumés **giving complete details of qualifications** on or before 4:30pm on Wednesday, March 14th, 2018 to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; e-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

POSITION PROFILE

Superintendent of Public Works:

City of Corner Brook

Position Overview

As a member of the management team, the Superintendent of Public Works reports to the Director of Public Works, Water and Wastewater or designate. This position is responsible for the overall planning and supervision of the operations of Public Works and the Mechanical divisions of the City. The Superintendent is responsible for ensuring that the services delivered to the citizens and business community and carried out in the most effective and efficient manner possible and that City assets under the control of the divisions are managed in such a manner as the maximum the service life of each. The Superintendent provides supervision to the Foremen under his/her direction, ensures that each has the tools and resources necessary to properly achieve the goals and objectives assigned to them, and as a mentor and source of support to the supervisory staff.

Responsibilities

- Planning, organizing, and directing the daily operations of personnel and equipment related to road and sidewalk maintenance and repair, including but not restricted to snow clearing, ice control, street cleaning, asphalt patching, catch basin repair and maintenance, storm sewer repair & maintenance, curb & gutter repair, Parks & Field maintenance and other Public Works-related responsibilities
- Assigns areas of responsibilities to the Foremen under his/her direction, sets goals, objectives and timelines for the achievement of those assignments and monitors/evaluates performance and success of each of those Foremen.
- Supervisory responsibility for the Stockroom, Fleet Management and Mechanical staff, ensuring timely and efficient provision of services to other departments
- Provide recommendations to the Director in regards to the development and implementation of “Level of Service” standards and costs
- Ensuring that the goals of the City are met with regard to the delivery of Public Works services by preparing all necessary work plans and schedules, supervising, monitoring and controlling all public works activities (both in-house and contracted) and reporting on them to the Director
- Reviewing productivity and efficiency within the departments and developing initiatives to improve performance

- Developing, implementing, and monitoring quality control, preventative maintenance, and risk management programs for the Public Works Division
- Leading in employee recruitment, performance reviews, disciplinary action, labour relations issues, and related human resources matters within Public Works
- Participating in the preparation of and adherence to the operating and capital budgets for the division
- Ensuring the timely creation and of a fleet replacement plan
- Participating in the creation of specifications for new vehicles and equipment
- Ensuring that inquiries and service level requests concerning services provided by the division are properly investigated and responded to in a timely manner. This includes the requester is provided timely updates on the status of their request.
- Ensuring that activities and decisions of the division are compliant with all municipal plans, policies, and procedures
- Ensuring that at all times, the divisional staff adheres to all Occupational Health and Safety rules and regulations
- Leading and participating in the development of standard/safe operating procedures for the departments
- Conducting safety audits on jobsites and in the mechanical garage and documenting violations for follow up and correction
- Developing and implementing maintenance records and statistics in accordance with all standard requirements
- Assisting in the development, implementation, and updating of a maintenance management system (MMS) or other systems as required
- In consultation with the Engineering division, planning and coordinating the capital works improvements to the City's infrastructure that involve the utilization of resources
- Communicating with the general public, media, Council, union, and coordinating operations with internal City divisions to ensure the effective operation of the division
- Maintaining records of work completed, associated costs and associated unit prices (i.e. linear foot of new sidewalk, square foot of asphalt patch, etc.)

- Developing a training schedule for the department including supervisory, equipment and safety training adhering to legislated expiry dates
- Troubleshooting on a daily basis, calculating risk and making operational decisions
- Responding to and settling grievances while adhering to a collective agreement
- Coordinating and implementing emergency repairs as required to City infrastructure
- Mentoring a team of forepersons and providing support and guidance
- Participating in regular meetings with the Director to establish short and long term goals and developing a plan to achieve these goals
- Participating in regular planning meetings with forepersons to ensure accountability within the department and correct areas of concern
- Other related duties and responsibilities as assigned

Key Success Factors

- Must have an Undergraduate degree or a Diploma from a recognized post-secondary institution in Engineering or Construction Technology
- Must possess at least ten (10) years of supervisory experience, preferably in a municipal environment
- Must possess supervisory experience in a unionized environment
- Must have excellent conflict resolution/negotiation skills, organizational and planning skills, and communication skills (both oral and written)
- Must possess excellent public relations and interpersonal skills to clarify facts, give information, respond to complaints and supervise subordinates
- Must have knowledge of and training in OH&S act and regulations
- Must have training and experience in infrastructure management/maintenance, asset management, heavy equipment and/or snow/ice control
- Must possess strong analytical, problem solving, organizational, motivational and time management skills
- Training and experience in project management would be considered an asset

- Must be proficient in the use of computers including outlook, spreadsheets, databases and word processing
- Must have a proven track record of multi-tasking, prioritizing tasks and scheduling
- Training and experience in work planning including the use of work planning software would be considered an asset
- Experience with vehicle and equipment maintenance and fleet management would be considered an asset
- Must have a valid Newfoundland and Labrador driver's license

Additional Considerations

- Normal City work hours are daily Monday to Friday (8 a.m. – 5 p.m.)
- Incumbent may be expected to attend various meetings and functions outside of regular work hours in accordance with the City's overtime policy
- Incumbent expected to be on-call when required in accordance with City policy

Last Revised: February 27, 2018