

Township of Chisholm

Position Description - Operations Superintendent (Non Union Position)

PURPOSE OF POSITION:

A senior management position, this position has overall responsibility for planning, organizing, directing and evaluating the activities of operations within the township. Includes responsibility for the appropriate management and coordination of all Operations in accordance with CAO Clerk Treasurers' (CAO) direction and applicable provincial legislation. Plans and organizes Operations to achieve an optimum use of human and financial resources. Provides the leadership to ensure that departmental objectives are met in an effective and efficient manner.

EDUCATION/EXPERIENCE/SKILLS:

Education: Post secondary education in a related discipline, such as Civil Engineering, or an acceptable combination of education and related experience.

Experience: Minimum five (5) years progressively responsible senior municipal roads/infrastructure management experience.
Documented supervisory experience.

Skills:

- 1) Good working knowledge of provincial legislation and standards governing municipal public works operations
- 2) Good managerial, mechanical and technical skills acquired through education, training and experience.
- 3) Thorough understanding of fleet maintenance management practices.
- 4) Good working knowledge of provincial health and safety regulations.
- 5) Experience working in a union environment considered an asset.
- 6) Class "D" driver's license with "Z" endorsement. Clean driving record.

MAJOR DUTIES AND RESPONSIBILITIES:

- As the principle advisor to the CAO, in all Operations matters, this position provides CAO with advice and guidance on the development of plans, priorities and policies for the provision of efficient and effective Operations, which includes responsibility for the maintenance of all Township roads; bridges; buildings; parks; beaches; municipal cemeteries, aggregate pits and operations at the Township's Landfill Sites; pursuant to the direction of the CAO and in compliance with legislated requirements.
- Advises CAO concerning service standards, costs and the availability of provincial grants and subsidies.

- As requested, provides reports to CAO analyzing Operations issues together with recommended solutions.
- Attends at Council meetings and other special meetings, as requested by Council.
- Oversees the construction and maintenance of all Township roads and infrastructure to ensure they are maintained to Ministry of Transportation standards.
- Develops, implements and maintains an effective snow removal program.
- Responsible for overseeing grounds maintenance and internments at the Township Cemeteries.
- Understand the workings of the Fire Department and work with Fire Chief/Deputy Fire Chief to improve safety within the township, as needed or directed by the CAO.
- This position will be part of the Municipal Emergency Management Program Committee and Emergency Operations Control Group.
- Provides effective supervision of departmental human resources. Plans, schedules and oversees work schedules, assignments and procedures to maximize operational effectiveness and efficiency.
- Uses contemporary management techniques; maintains accessibility to staff to discuss ideas and problems; provides leadership and guidance to department personnel. Keeps staff informed of Township policies and procedures.
- Identifies existing and emerging staff training and development shortfalls and makes written recommendations to CAO to meet such needs.
- Ensures that all Operations services are performed in a safe manner and in compliance with provincial safety legislation (e.g. Ministry of Labour and the Occupational Health and Safety Act).
- Responsible for ensuring that all Operations employees are knowledgeable and properly trained to perform their duties in a manner consistent with the requirements of municipal and provincial safety legislation.
- Maintains effective liaison with representatives of appropriate provincial ministries and agencies; maintains awareness of trends and issues and ensures that all Departmental operations are in compliance with provincial standards and legislation.

- With the CAO, develops the annual Departmental operating and capital budgets based on planned operational and maintenance priorities and human resource, equipment and material requirements.
- Monitors approved budget allocations to ensure they are efficiently and effectively managed in accordance with CAO's direction and the Municipality's by-laws and procedures.
- Maintains liaison with the CAO or Deputy Treasurer for budgeting, budget information and budget performance reports.
- Recommends the purchase or rental of new and replacement fleet equipment and directs the purchase/rental of such, as approved by CAO/Council and in compliance with Township purchasing policy and procedures.
- Manages the Township's fleet maintenance management program to minimize breakdowns and safety hazards.
- Manages the inventory of equipment, supplies and material required for maintenance and construction programs and ensures that adequate supplies are maintained to meet Township requirements.
- Responsible for managing the maintenance and repairs to the Operation facilities within the approved budget framework.
- Complies with the Township's purchasing policies and tendering procedures. Recommends the use of suppliers and service firms.
- Obtains the permission of the CAO or designate to purchase emergency goods and services outside of approved budget.
- Responds to enquiries and complaints from the public; conducts thorough investigations, reports and explains situations in a tactful manner in understandable terms; documents all incidents or public complaints.
- Recommends to CAO the lay-off, suspension, or dismissal of Operations employees.
- Based on Progressive Discipline Policy and Collective Bargaining Agreement, provides Informal Counselling and/or formal discipline of Verbal or Written warning to staff.
- With permission from the CAO, represents Operations in dealings with the media; provides factual information about its activities.

- Oversees the performance of all Operations related contracts and agreements entered into by the Township; ensures that all contractual obligations are fulfilled in a satisfactory manner; and reports any shortfalls or discrepancies.
- If and/or as required, serves as the Township's Livestock Evaluator, Weed Inspector, Fence Viewer and Drainage Inspector.

Independence of Action

Adapts procedures as required. Recommends changes to current policies and procedures. Develops and recommends new methods or solutions to problems in situations where there are currently no guidelines or formal procedures.

Impact of Errors

Errors could result in serious loss of time or resources and cause embarrassment within the organization and/or have serious impact on its public image.

Contacts

Tact, diplomacy and human relations skills are required for contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading, motivating or securing the cooperation of others.

Leadership

Required to assume, on a continuing basis, the normal leadership and/or supervisory responsibilities over others.

Physical Demands/Sensory Demands

Work requires constant effort with extra effort necessary to meet emergencies or difficult weather conditions. Relatively high public contacts. Visual and oral concentration is required on a regular basis.

Working Conditions

Work is performed both indoors in a typical office setting and outdoors. May work irregular hours due to emergencies and weather conditions. Occasionally required to deal with difficult people. Work is subject to interruptions.

Approved by Resolution: 2020-50, February 25th 2020