



TOWNSHIP OF MACHAR

Always in Season

is recruiting for a
SUPERINTENDENT OF PUBLIC WORKS

This is a full time management position responsible for our landfill and road departments, consisting of 40 hours per week plus overtime as required.

Requirements for the position are:

- Certified Road Superintendent designation, or equivalent experience with willingness to obtain CRS designation.
- Several years of responsible experience in road maintenance and landfill operations.
- Good organization, management and communication skills.
- Understanding of provincial and federal policies that affect municipal operations.
- Good knowledge of equipment and ability to operate a variety of road equipment.
- Good knowledge of road maintenance and construction.
- Good ability to perform mathematical functions.
- Valid Class D Drivers License with Z endorsement.
- Police Record Check will be required.
- Must be bondable.

Rate of Pay \$42.19 - \$46.88/hour

Interested and qualified candidates are asked to submit a detailed resume and signed cover letter as soon as possible, but no later than:

3:00 pm on Fri, Apr 29, 2022 to:

Brenda Paul, AMCT
Clerk-Administrator
Township of Machar
73 Municipal Rd N, Box 70
South River, ON POA 1X0
Fax 705-386-0765

www.machartownship.net

Only those selected for an interview will be contacted.
The information provided will only be used for the purposes
of this position and will be managed in confidence with the MFIPPA.

TOWNSHIP OF MACHAR - JOB DESCRIPTION

POSITION TITLE: SUPERINTENDENT OF PUBLIC WORKS

REPORTING RELATIONSHIP: REPORTS TO PUBLIC WORKS COMMITTEE & COUNCIL

PURPOSE OF POSITION:

- maintain municipal landfill and road infrastructure
- adhere to municipal standards for landfill and road maintenance
- oversee and supervise landfill site operations, road operations, parks and cemeteries
- serve Public Works Committee and Council as its principal road policy advisor
- liaison between the public and Council

SCOPE OF POSITION:

- responsible and accountable for all landfill site operations, road operations, parks and cemeteries
- prepare and present policy advice to Public Works Committee and to effectively implement and administer Council decisions

RESPONSIBILITIES:

- prepare, present and manage road budget, oversee landfill budget
- prepare contracts, tenders and policies in accordance with applicable legislation
- consult with Township solicitor and engineers
- maintain effective liaison with the public, provide information, advice and assistance
- assist in the recruitment, interview and hiring of staff
- supervise staff and contractors
- maintain record of costs, staff and contractor hours, equipment usage
- determine call in notification to contractors and staff
- maintain an effective working relationship with all other Township departments
- maintain an effective working relationship with other municipalities
- maintain an effective relationship with various Provincial and Federal ministries

WORKING CONDITIONS:

- normal hours of work shall be 40 per week subject to overtime as required
- limited winter vacations during the winter season November 15 to March 15
- use of accumulated overtime credits under same restrictions as vacation
- work is subject to hectic peak periods dependant on weather conditions
- required to organize work, deal with interruptions and cope with complaints from public
- requires physical exertion and working in weather extremes
- requires some long hours and working during the night and/or on weekends

WORKING RELATIONSHIPS:

- provide advice and guidance to Council on policy matters
- obtain policy direction from Council
- co-ordinate efforts with other staff in pursuit of Township plans and priorities
- maintain effective liaison with provincial and federal ministries as well as solicitor and engineers
- explain township policies and programs to the public
- share information with other municipalities

KNOWLEDGE AND SKILLS:

- Certified Road Superintendent designation
- several years of responsible experience in road maintenance and landfill operations
- good organization, management and communication skills
- understanding of provincial and federal policies that affect municipal operations
- good knowledge of equipment and ability to operate a variety of road equipment
- good knowledge of road maintenance and construction
- ability to perform mathematical functions
- valid Class D Drivers License with Z endorsement

IMPACT OF ERROR

-judgement errors and management mistakes could lead to ill administered policies, ineffective decision making, confusion and possible financial, legal and political repercussions

CONTROL

Policy direction recommended Public Works Committee to Council