



## Employment Opportunity

Application in the form of a resume, accompanied with a cover letter will be received by the undersigned

until **3:00 p.m. local time, Wednesday, May 31, 2023** for:

### **Deputy Public Works Superintendent**

*Commencing as soon as possible*

Wage: \$33.02 - \$35.73/hr  
Comprehensive Benefit Package/OMERS Pension

Please submit your cover letter and resume to the attention of  
Crystal Gray, CAO/Clerk-Deputy Treasurer  
in one of the following ways:

By email to [cao@emo.ca](mailto:cao@emo.ca) in the form of one (1) PDF file (preferred).

If you are unable to submit by email, you may submit via the following:

- At the Emo Municipal Office at 39 Roy Street, Emo, ON;
- By mail to Township of Emo, P.O. Box 520, Emo, ON, P0W 1E0; or
- By fax at (807) 482-2741

To learn more about this opportunity, please contact the Township of Emo Municipal Office at (807) 482-2378.

*We thank all the applicants for their interest but only those selected for an interview will be contacted.*

**DEPUTY PUBLIC WORKS SUPERINTENDENT  
JOB DESCRIPTION**

**Position Title:** Deputy Public Works Superintendent

**Reporting Relationship:**

1. Public Works Superintendent;
2. CAO

**Purpose of Position:**

1. To inspect all roads under the jurisdiction and control of the Council.
2. To direct construction and maintenance programs that provide safe, convenient and attractive roads and public works services to the Township.
3. To advise Council and its committees on appropriate roads policies.
4. To provide a variety of construction, snow/ice removal, maintenance and repair services to Township roads, equipment (Roads and Fire Dept.) and buildings and properties. Building and properties include but are not limited to the following: Municipal Office Building; Municipal Garage; Emo Lions Park; Emo Fire Hall; Emo Curling Rink; Emo-LaVallee Community Centre; Emo Cemetery; Emo Landfill Site; Rainy River District Women's Institute Museum; Ontario Provincial Police Building.
5. To act in the capacity of an equipment operator. An AZ licence is a requirement. If successful applicant does not hold an AZ licence, he/she must be willing to acquire licence within six-months of commencing job.

**Scope of Position:**

1. Authority to manage the public works operation in the absence of Public Works Superintendant in accordance with Council direction and provincial legislation to obtain positive results within approved budget constraints.

**Hours:**

1. The hours for this position shall be 8 hours per day, 5 days per week (7:00 a.m. to 3:30 p.m.), plus overtime as necessary – on an emergency basis. Overtime hours worked shall be paid at a rate of time and a half after 44 hours per week, as per the Employment Standards Act of Ontario.
2. Lunch break shall be a length of half an hour and taken on the employee's own time.
3. Two fifteen-minute coffee breaks, one in the morning and one in the afternoon, shall be allowed on paid time.

**Conduct:**

1. The employee shall be expected in the conduct of work to act in the best interest of the municipality, to promote its goals, objectives and policies and act in a manner consistent with the highest moral, legal and ethical principals.
2. The employee shall conduct himself/herself at all times in a manner that will bring credit to himself/herself, the position, and the municipality. Since the employee acts as an agent of the Council, the employee is expected to carry out the policies established by the Council and directives given by Council, to the best of his/her ability. The employee is expected to provide the Council with all the facts, knowledge and experience at his/her command so that its decisions regarding policy will be reached with the benefit of all the information available. Where necessary, the employee may request that policy decisions be given by resolution.
3. It is desirable that the employee take no part in Township political matters. The position shall be dependent upon the ability to discharge duties properly and actions should not be influenced by political considerations.
4. The employee shall honour the need for confidentiality in accordance with the Township of Emo's policies and procedures and shall not disclose confidential information gained by reason of his/her position nor permit any person to confidential information.
5. The employee shall use his/her position with the municipality solely for the gain and service of the municipality and not to secure advantage, benefit, favour or service for self, relatives, friends or associates.
6. The employee shall treat every person with dignity, understanding and respect.
7. In dealing with the public, the employee should remember that he/she is indirectly the servant of the electorate, but directly responsible to the Council, and therefore shall be courteous, patient and understanding at all times, so as to earn the respect of both the public and the Council.
8. The employee should be firm but friendly in the direction of employees under his/her control. Direction should be calculated to instill the employee's respect for the employer and themselves, and to foster a spirit of co-operation and interest in the work at hand.

**Responsibilities:****1. Management:**

The Deputy Public Works Superintendent shall be responsible for:

- Training and assignment of staff under his/her direction;
- Planning, organizing and assigning work for workers and discussing plans and priorities with crew members;
- Providing leadership and guidance;
- Keeping accurate records of persons employed and the work completed and providing CAO with accurate payroll information;

- Using contemporary management techniques, maintaining accessibility to workers to discuss ideas and problems, reviewing work in progress and providing leadership;
- Ensuring that occupational health and safety practices are strictly observed;
- Modifying work schedules when required, i.e., to deal with emergency situations;
- Keeping workers informed on Township policies that affect them;
- Working as part of the crew whenever possible on jobs.

## **2. Administration:**

The Deputy Public Works Superintendent shall be responsible for:

- Assisting with drafting operating and capital budgets, discussing plans, priorities and costs with the Public Works Superintendent and CAO considering alternative methods of achieving work objectives;
- Assist in managing public work operations with approved budgets, monitoring budget performance;
- Assisting with directing the public work operations to ensure the safety, attractiveness and convenience of Township roads, sidewalks, bridges, storm sewers and drains, brush cutting, snow removal services, etc., in accordance with Township policies;
- Managing the maintenance and repair of Township vehicles and public works equipment (including fire department vehicles), in the absence of the Public Works Superintendent to eliminate breakdown and safety hazards, complying with operating manuals and sensible maintenance standards;
- Managing, in the absence of the Public Works Superintendent, inventory of equipment, supplies, and material required for maintenance and construction projects, ensuring that adequate supplies are on hand to meet Township requirements;
- Purchasing of equipment and material and for servicing of vehicles and equipment, complying with Township purchasing policies and tendering procedures, recommending the use of suppliers and service firms;
- In the absence of the Public Works Superintendent, he/she will inform the CAO of any emergency purchase of goods and services;
- Supervising all work of construction and maintenance on the roads and bridges within the jurisdiction of the Council, under the direction of the Public Works Superintendent;
- Locating problems and potential problems and making necessary repairs before they become hazards and cause an inconvenience to the public;
- Supervising the work of outside equipment and operators on construction and maintenance projects, under the direction or in the absence of the Public Works Superintendent;
- Supervising the work of outside contractors and tradespeople on special construction and repair projects, under the direction of the Public Works Superintendent;

- Seeing that all construction works are planned and prepared and seeing that they are undertaken systematically;
- Storing and providing reasonable protection for all machinery, tools, materials, and implements owned or used by the municipality;
- Completing, and supervising, in the absence of the Public Works Superintendent, winter maintenance according to the policies adopted by the Council to meet the needs of the municipality;
- Supervising the performance of all work carried out by contract and certifying as to its completion, in the absence of the Public Works Superintendent;
- Arranging for the regular and systematic blading of loose top roads;
- Snow and ice removal as well as emergency response;
- Seeing that all washouts, drain and culvert obstructions, bridge failures, and other defects are repaired or guarded with the least possible delay to prevent injury in all cases of emergency;
- Seeing that the shoulders of the roads are properly maintained and free of brush so that the surface drainage is not impeded and ensuring with available resources, that all brush is controlled on the roadsides;
- Seeing that brush is cut and removed at all intersections, bridges, railway crossing, curves and other hazardous locations;
- Regularly inspecting and repairing Advisory and Regulatory signs erected on the Township Road System and maintaining diary of such inspections;
- Inspecting all structures on an annual basis and ensuring that a bridge maintenance program is carried out;
- Scheduling major roads projects so that they do not interfere with the regular grading of roads;
- Notifying Bell Canada, Hydro One, Union Gas and any other utilities in advance of the commencement of any roads projects that may involve their lines, poles, wires, etc.;
- In the absence of the Public Works Superintendent, the Deputy may be requested to attend regular meetings of Council each month and special meetings if so instructed by the CAO; to receive instructions regarding works to be undertaken and carried on; to report at meetings of the Council as to the road work in progress and to make monthly reports of expenditures and commitments and to keep the Council informed of the state of expenditures and commitments in relationship to approved estimates covered in the road programs;
- Providing advice and guidance to Council and its Standing Committees on the development of plans, priorities and policies for effective public work services; discussing service standards and costs and recommending the adoption of budget;
- Advising on the use of special vehicles and equipment that may be required for particular tasks and on the benefits of renting or buying goods and services;
- Serving on special committees that require road work management expertise;
- Reporting to the Council periodically and especially at the close of contract, showing in detail the character, location and cost of each separate item of work undertaken;
- Being acquainted with Ministry requirements affecting this position;

- Advising the Ministry of Transportation of Ontario of any special works which are being considered involving shared jurisdiction with an unincorporated area;
- Consulting with the Ministry of Transportation of Ontario regarding specifications, etc., before proceeding with any special work;
- Carrying out expediently all roads' directives and road policies passed by Council either in the form of by-laws or resolutions;
- Answering any and all questions asked by members of Council in an accurate and respectful manner;
- Honouring all contracts or agreements negotiated or tendered by Council, whether written or implied;
- Consulting with Council through the Public Works Committee with it is necessary to hire a type of equipment which is not available from the list of registered equipment and/or for which an hourly rate has not been set;
- Giving, as part of the planning process for scheduled construction or maintenance projects, a minimum of one week's notice of the intended starting date to all truck and equipment owners and labourers.

**3. Public Relations:**

- Investigate and follow up promptly on questions and complaints from the public, explain Township position to the public, i.e., the reasons why certain work is being done;
- Maintain an effective working relationship with the Public Works Superintendent, CAO, Council, Ministry Officials and consulting engineers.

**4. Special Conditions:**

- A six-month probation period applies to this position;
- Ability to use a computer and Microsoft Office Products.