



**THE CORPORATION OF THE MUNICIPALITY OF SOUTH BRUCE
is now accepting resumes for**

Manager of Operations

Located in Bruce County, South Bruce is a rural community that comprises of the Villages of Mildmay, Teeswater and the Hamlet of Formosa with a population of 5,639. The Municipality offers the appeal of both small town and country living in a rural setting for our residents.

As a member of the Senior Management Team, the Manager of Operations is responsible for the overall management, administration and quality assurance of the public works department. Key responsibilities include overseeing road construction and maintenance programs, landfill sites, water distribution systems and waste water collection and treatment systems.

The municipality is seeking candidates with the following qualifications:

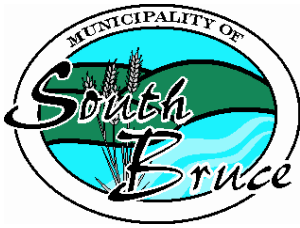
- Preference given to post-secondary education in civil engineering/roads management, a Certified Engineering Technologist designation, and/or Certified Road Supervisor status
- Minimum of five years relevant experience with senior management experience in municipal roads operations, water and waste water is preferred
- Thorough knowledge and experience with principles and practices as applied to the planning, design, construction and maintenance of municipal infrastructure
- Strong knowledge of relevant legislation and regulations affecting roads, landfill, water and waste water systems, and the Occupational Health & Safety Act.
- Excellent communication (both oral and written) and computer skills
- Excellent leadership, interpersonal and public relations skills
- Experience in financial management including budget preparation, long term planning, asset management, preparation of tender documents, contracts, etc.

The wage range for this position is \$94,646 - \$112,674 per year along with a comprehensive benefit package and OMERS Pension. A complete job description is available on the Municipality of South Bruce website at: www.southbruce.ca

Interested applicants are invited to submit a cover letter and resume no later than;
November 14, 2022 - 12:00 noon

Municipality of South Bruce
Att: Rhonda Niesen
P.O. Box 540, 21 Gordon St. E.
Teeswater, Ontario N0G 2S0
E-mail rniesen@southbruce.ca

Only those applicants interviewed will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Municipality is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process.



POSITION DESCRIPTION Manager of Operations

POSITION TITLE: MANAGER OF OPERATIONS

DEPARTMENT: Public Works

SALARY GROUP #10

REPORTS TO: CAO/Clerk

SUPERVISES: Public Works Foreman, Public Works Lead Hand, Public Works Operator-Labourers, Administrative Assistant - Public Works, Water/wastewater Contracted Operations

POSITION SUMMARY:

To exercise broad management of the department, including the control and utilization of all human, financial and material resources, subject to the policies established by Council.

To direct the related approved services and assets, generally including but not limited to roads, bridges/structures, water distribution and supply, wastewater collection/treatment/discharge, storm water collection/treatment/discharge, solid waste collection/disposal, recycling, streetlights and sidewalks.

This position is a member of the senior management team (SMT) of the Municipality and works with the mutual support of the team, under the direction of the CAO/Clerk.

PURPOSE OF POSITION:

- To direct construction and maintenance programs to provide a safe, convenient and attractive street/road and related Public Works service to the Municipality.
- To advise Council and its Committees on appropriate Public Works policies and programs.
- To manage the water distribution system and waste management programs, including waste water collection and treatment systems.
- To supervise the overall Public Works Operations.

MAJOR TASKS AND RESPONSIBILITIES:

MANAGEMENT/SUPERVISORY:

- Responsible for hiring, reclassification, transfers, training and assignment of staff under his/her direction.
- Plans, organizes, assigns and supervises work of public works crew and discusses priorities and plans with the Public Works Foreman and Manager of Operations for water/wastewater contracted services. Completes performance appraisals annually for those reporting directly to him/her and makes recommendations for staffing changes and salary adjustments.
- Maintains accessibility to workers to discuss ideas and problems and to provide leadership and guidance.
- Ensures that occupational health & safety practices are strictly observed.

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- With the assistance of the Public Works Foreman, prepares overall work program, reviews work is performed satisfactorily within the approved budget. Modifies work schedules when required i.e. to deal with emergency situations.
 - Informs staff of municipal policies and procedures and ensures compliance.
 - Supervises the installation, maintenance, operation and delivery of the services of the public works department, including but not limited to; roads, bridges/structures, parking, sidewalks, vehicle maintenance, street lighting, waterworks, sanitary sewers, pumping stations, sewer treatment, storm sewers, garbage collection, garbage disposal and recycling.
 - Oversees the maintenance of all properties, buildings, and municipally owned aggregate pits under the jurisdiction of the Public Works department.
 - Oversees staff in the regular inspection of Advisory and Regulatory signs erected on the municipality road system, ensures that adequate records of such inspections are kept and that necessary repairs are made.
 - Oversees the inspection of all structures on a regular basis as required and ensures that a bridge maintenance program is carried out.
 - Manages the maintenance and repair of municipality vehicles, equipment, materials and tools to eliminate breakdown and safety hazards; complies with operating manuals and accepted maintenance standards.
 - Responsible for identifying problems and potential problems and making necessary repairs before they become safety hazards or an inconvenience to the public.
 - With the assistance of the Public Works Foreman, supervises the work of outside contractors and trades people on special construction and repair projects, and certifies completion.

ADMINISTRATIVE DUTIES:

- Carries out administrative responsibilities according to requirements of municipality policy and administrative procedures.
- Prepares operating and capital budgets in conjunction with the CAO/Clerk, considers alternative methods of achieving public works objectives.
- Prepares and updates the long term capital plan for public works, roads and facilities to outline the municipality's priorities for construction projects, equipment replacement and other capital upgrades.
- Prepares, reviews and/or submits annual reporting to Regulatory Agencies, including but not limited to MOE (water, wastewater and landfill), MNR (aggregate). (water and wastewater prepared and submitted by contracted service).
- Manages Public Works operations within approved budgets, monitors budget performance and provides the required monthly and annual reports to Council.
- Prepare and present reports to Council on all Public Works matters affecting the Municipality.
- Responsible for purchasing of equipment and material for servicing of vehicles and equipment; complies with municipality purchasing policies and tendering procedures; recommends the use of suppliers and service companies.
- Examines and certifies all bills or accounts against the municipality for materials and labour used in Public Works, and to make or cause to be made, the measurements and examinations necessary for such purposes.

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- Manages inventory of equipment, supplies and material required for maintenance and construction programs; ensures that adequate supplies are on hand to meet municipality requirements as needed.
 - Informs the CAO/Clerk and Council of emergency purchase of goods and services.
 - Abides by the Occupational Health & Safety Act, in particular Section 27, Duties of Supervisor.
 - Performs other duties as required.

FUNCTIONAL ADVICE - POLICIES AND PROGRAMS:

- Provides advice and guidance to Council on the development of plans, priorities and policies for effective Public Works services; discusses service standards and costs, recommends the adoption of budgets.
- Advises on the use of special vehicles and equipment that may be required for particular tasks and on the benefits of renting, leasing, or buying goods and services.
- Provides regular reports to the Council on the public works operations i.e. status reports on projects, information on maintenance programs and investigation of public complaints. Makes recommendations to resolve problems and improve the efficiency of operations.
- Participates in the periodic evaluation of the Public Works operation - provide necessary analysis of plans, policies and the results of efforts to maintain an economical operation at the desired level of quality.
- Serves on special committees that require Public Works management expertise, i.e. Municipal Tree Committee.

PUBLIC RELATIONS:

- Investigates and follows up promptly on questions and complaints from the public - explains municipality position to the public e.g. the reasons why certain work is being done, etc.
- Maintains an effective working relationship with the County Engineering/Public Works Department, consulting engineers, Ministries and Government Agencies.

TRAINING AND DEVELOPMENT:

- Maintains managerial and technical expertise at a high level by taking appropriate courses and seminars and selected reading.
- Keeps up to date on legislation affecting the Public Works department, and ensures that staff, programs and operations work in compliance with the legislation.
- Provides training in accordance with government legislation, municipality policies and procedures to ensure staff under his/her jurisdiction is competent in the work that they perform.

PLANNING & DEVELOPMENT DUTIES:

- Shall ensure a working knowledge of all Development Agreements, Plans of Subdivision, Storm Water Management Plans, applicable to the Corporation.
- Shall provide information and advice concerning public works and drainage requirements for new development.

DRAINAGE SUPERINTENDENT:

- Investigate drainage concerns from landowners and provide assistance in solving drainage problems.
- Report to Council on drainage matters including the condition of Municipal Drains.
- Prepares Drainage Department budget for submission to Council.
- Prepares drain maintenance and Drainage Superintendent's budget for submission to the Ministry of Agriculture, Food and Rural Affairs.
- Initiates and supervises the maintenance and repair of Municipal Drains in accordance with current by-law(s).
- Prepares by-law(s) authorizing drain construction and maintenance for Council's consideration.
- Assists in the construction or improvement of Municipal Drains.
- Pro-rate costs and prepare draft invoices of drain charges to landowners.
- Completes grant application forms and submits to OMAFRA.
- Assists landowners with drainage matters not related to municipal drains (Mutual Agreement Drains & Award Drains).
- Reviews Tile Drainage applications and presents them to Council for approval.
- Inspects tile drainage systems where the landowner has received a Tile Drainage Loan and files an inspection and completion certificate with the Clerk.

TILE DRAINAGE INSPECTOR

- Reviews Tile Drainage applications and presents them to Council for approval.
- Inspects tile drainage systems where the landowner has received a Tile Drainage Loan and files an inspection and completion certificate with the Clerk.

CONDITIONS OF EMPLOYMENT:

40 hour work week with the majority of time spent on administration, leadership and supervision; relatively high public contact; work is subject to interruption; some exposure to physical hazard and to severe weather conditions.

WORKING RELATIONSHIPS:**With Public Works Staff:**

Plans and organizes programs and projects - assigns and follows up on projects; provides guidance and leadership.

With Other Staff:

Maintains harmonious relations - obtains accounting services from Treasury.

With Council:

Provides policy advice and guidance; develops alternatives and presents operational reports; implements Council policy.

With External Contacts:

Represents the Municipality's Public Works needs in discussion with County, Ministries and Consulting Engineers; obtains information on goods and services from suppliers, and liaising with the representatives; supervises trades people and contractors on special projects.

With the Public:

Maintains tactful relations; explains public works operations carefully and responds to questions and complaints courteously and diplomatically.

CONTROL:

Authority to manage the public works operation in accordance with provincial legislation, Council policy & direction and within approved budget constraints; to provide supervision and effective management to maintain an acceptable level of service within the Public Works Department.

KNOWLEDGE AND SKILL:

- High level of managerial, mechanical and technical skill, acquired through training and municipal experience to direct a municipal public works service that involves rural and urban problems.
- Specific knowledge in road maintenance, construction and design, preferably in a rural and small urban environment. Produces tender documents, budgets, and develops policy using broad based computer and information technology skills.
- Leadership and communications skills; the ability to manage material, people, and to control budget; the ability to analyze and provide advice.
- Ability to respond quickly and decisively to emergency situations

EDUCATION, QUALIFICATION REQUIREMENTS

- Preference given to post-secondary education in civil engineering/roads management, a Certified Engineering Technologist designation, and/or Certified Road Supervisor status
 - Minimum of five years relevant experience with senior management experience in municipal roads operations, water and waste water is preferred
 - Class 1 Water Distribution and Class 1 Wastewater Collection and Wastewater Treatment License or equivalent experience with water and waste water systems is preferred
 - Thorough knowledge and experience with principles and practices as applied to the planning, design, construction and maintenance of municipal infrastructure
 - Strong knowledge of relevant legislation and regulations affecting roads, landfill, water and waste water systems, and the Occupational Health & Safety Act.
 - Excellent communication (both oral and written) and computer skills
 - Excellent leadership, interpersonal and public relations skills
 - Experience in financial management including budget preparation, long term planning, asset management, preparation of tender documents, contracts, etc.
 - Valid Class G driver's license
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