



JOB DESCRIPTION

UPDATED 2025

Position Title: **Public Works Superintendent**

Reporting to: **Clerk, Clerk/CAO**

Position Details:

Position Status:	Full Time
Location:	Municipal Public Works Garage
Pay:	Hourly
Group Benefits:	Yes
Pension:	OMERS
Normal Workweek:	40 hrs / wk
Overtime:	Yes (taken in lieu as per Overtime Policy)
On Call:	Yes

OVERVIEW OF POSITION:

As the Department Head for Public Works, this position is of vital importance in the safety and operations of the municipality. This department also commands the most significant portion of the municipal budget. Responsible for maintenance year-round of all public roads in the municipality, the Public Works Superintendent also plans and oversees road construction, drainage, brushing, and purchase and care of equipment. As a Department Head this position has support staff (labourers, equipment operators) that takes direction from and answer directly to the Superintendent. As Public Works Superintendent, this position is also responsible for the Water and Sewer care for the Hamlet of Desbarats. The Public Works Superintendent shall work closely, hand in hand with the Clerk/CAO to carry out Council approved Work Plans and activities.

SCOPE OF THE POSITION:

As a key position in the municipality the duties and responsibilities are extensive and varied with the potential to have significant impact from errors.



- responsible for the maintenance of all public roads including seasonal
- prepare annual work plan for road maintenance, ditching, culvert replacements, hard surfacing, dust control, bridge maintenance, road/bridge/culvert construction and corresponding budget
- assists with Asset Management tracking
- operates on a daily basis within the policies, practices and by laws of the municipality
- public works inventory, development planning, purchases, equipment maintenance
- reports directly to Council at monthly Council meetings or as requested by Council
- consults with Clerk/CAO
- ensures that public works staff are fully trained and certified
- creates safety plans for all job sites
- oversees the water and sewer maintenance and installations within the Hamlet
- works with Recreation as required to assist with events and limited maintenance of the recreational facilities
- maintains and develops parking and access to all municipal owner properties
- holds a key position in the Emergency Response Plan for the municipality

SKILL REQUIREMENTS:

- direct supervision of public works staff and ensures they are properly certified
- experienced in the operation of municipal equipment and health and safety regulations
- detailed daily record keeping
- short-term and long-term planning and development
- equipment maintenance and repairs
- accounting to permit budgeting, pricing and estimating projects
- knowledge of municipal governance, policies and by-laws
- road maintenance
- road construction
- working knowledge and the ability to implement the Minimum Maintenance Standards for roads
- work requires in-depth analysis, planning and coordination of major inter-related activities and information. Requiring the highest degree of independence and overall responsibility
- ability to effectively manage in a very dynamic environment
- work with Utility Managers to maintain, install and repair Water and Sewer

KNOWLEDGE:



- valid driver license including air brakes
- knowledge of MOL regulations, traffic control, Minimum Maintenance Standards for Roads
- WHMIS, Microsoft, Excel

QUALIFICATIONS:

- certified in operation of all municipal equipment, first aid, WHMIS
- first aid
- 4 years heavy equipment operator (varied equipment)
- 2 years experience in a managerial position
- 2 years training in mechanical maintenance and repairs

PERFORMANCE MEASURES:

- meet deadlines with tasks done on time
- work is of superior quality and representative of the values of the municipality
- ensures work is within the annual budget
- provides high-level professional service
- promotes and supports positive and effective working relationships with staff
- provides Council with timely, accurate and unbiased information allowing them to make proper decisions