



The Municipality of
NORTH PERTH

The Municipality of North Perth, located in the heart of Midwestern Ontario, is a strong, growing and vibrant community that combines the best of small urban and rural Ontario.

THE DEPARTMENT OF PUBLIC WORKS
invites applications for the position of
OPERATIONS MANAGER

The Operations Manager is responsible for supervising Public Works maintenance and capital projects carried out in the Municipality of North Perth. The Operations Manager provides leadership and technical guidance to all Public Works staff in accordance with all approved policies and applicable Federal and Provincial Regulations and/or Legislation. The Operations Manager will also assist the Director of Public Works in the preparation of budgets, plans and priorities while being responsible for providing effective oversight of all assigned projects and the daily Public Works Operations.

The ideal candidate will possess a Community College Diploma in a related field, a CET or CRS designation, working knowledge of the Ontario Drainage Act, 5 years related experience, preferably within a Municipality and a valid Class G driver's license.

Pay range is based on a 35 hour work week. A copy of the job description is available upon request or online at www.northperth.ca.

Applications are being accepted until 4:30 pm on February 17, 2010.

Please forward your confidential resume detailing current qualifications along with a covering letter indicating the position that you are applying for to:

Jenn Robinson, Payroll/Benefits Administrator
330 Wallace Ave. North, Listowel, ON N4W 1L3
Email: employment@northperth.ca or Fax: 519-291-5611

We thank all who apply, but only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purpose of candidate selection.

**MUNICIPALITY OF NORTH PERTH
JOB DESCRIPTION**

Position Title	<u>OPERATIONS MANAGER</u>
Department	<u>PUBLIC WORKS</u>
Report to Title	<u>PUBLIC WORKS DIRECTOR</u>

This job description last updated on January 2010.

Position Details

Position Status: Full Time
Pay Method: Hourly
Overtime Status: After 44 hours in one week

A – RESPONSIBILITY

1. Scope of Position:

The Operations Manager is responsible for Public Works operations and capital projects carried out in North Perth as appropriated by the Public Works Director. The Operations Manager provides leadership and technical guidance to Public Works Utilities and Roads staff in accordance with budgets, objectives, policies and programs approved, while following all applicable Legislative and Regulatory laws or prescriptions.

The Operations Manager assists the Director of Public Works in the preparation of budgets, plans and priorities providing effective oversight of all assigned projects and will be responsible for providing assistance and direction regarding Public Works day to day operations. In the absence of the Director of Public Works, the Operations Manager will assume his/her duties in conjunction with the Compliance Manager.

2. Key Responsibilities

Program Delivery

- Helps to organize, implement and provide technical advice for work activities according to planned targets, procedures and priorities of all personnel, equipment and contractual work regarding public works operations.
- Must provide assistance to Public Works staff in order to solve problems and make necessary repairs to roads, streets, bridges, sewers (storm/sanitary), water systems, sidewalks, traffic signs/lights, street lights, drainage culverts, facilities and complaints from the public concerning safety hazards.

- Supervises winter maintenance according to the policies adopted by Council to meet the needs of the Municipality.
- Recommends action for regular maintenance or repair including replacement of assets to the Director.
- Provides supervisory oversight, status reports and regular summaries for all ongoing capital projects as assigned by the Director of Public Works.
- Acts as By-law enforcement officer for all matters relating to Public Works.
- Recommends changes to the QMS.

Human Resources

- Supervises the day to day activities of Utilities and Roads Staff to ensure that all Municipal, Provincial and Federal Legislative or Regulatory mandates are adhered with.
- Follows and/or implements standards for training and certification as required to comply with the Occupational Health & Safety Act and Municipal established procedures.
- Ensures that all staff training and/or licensing are up to date and in compliance with all regulations as may be prescribed or enacted from time to time.
- At the request of the Public Works Director the Operations Manager will participate in the hiring, scheduling, determining work assignments, performance reviews, training exercises and discipline of public works staff.

Material, Financial & Information Resources

- Will establish and maintain proper records relating to work plans, schedules, purchasing, inventory, equipment, drains (completed under Drainage Act) and other reports as required.
- Follows the Municipal procurement policy.
- Assists in preparing and updating the annual life-cycle budgets.
- Develops and monitors budgets for capital projects, Roads and Utilities.

Other

- Any other duties as assigned by the Chief Administrative Officer or Public Works Director.
- Any other duties required by law.

B – SKILLS

To perform the Operations Manager’s position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statues and all those skills listed below. This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

Minimum degree required: Community College diploma. Must possess or be eligible to possess a CET or CRS designation.

Formal training required: Must have knowledge gained through working with drinking wastewater systems.

2. Work Experience

Experience in a related field: Four years

3. Decision Making

The Operations Manager works closely with the Director of Public Works, but will make many decisions on his/her own, within the framework of the Municipalities policies and procedures or Legislative material. Judgment will be required when reviewing plans and dealing with public complaints.

The Operations Manager is required to solve issues by referring to Municipal By-laws and many Provincial regulations and guidelines. Research may be required.

4. Communication

- Ability to express themselves concisely and precisely orally and in writing.
- Ability to relay information to large groups (public presentations).
- Ability to present information clearly and concisely to the public and Council.

5. Other Key Skills

- Strong interpersonal, written and oral skills
- Strong time management skills
- Computer literate and able to operate a key board effectively
- Well Organized
- Ability to continually meet deadlines
- Adaptable and willing to accept new challenges and training
- Knowledge of Municipal Act
- Thorough knowledge of current MOE water and waste water regulations
- Thorough knowledge of current MOL Health and Safety regulations and knowledge of roles and responsibilities under the Occupational Health and Safety Act
- Familiarity with Public Works standards and levels of service
- Knowledge of the O.P.S.D. and levels of service
- Working knowledge and ability to perform light surveying duties
- General knowledge of the Ontario Fire Code in regards to water supply
- General knowledge of hydraulics and fluid mechanics

- Good knowledge of construction industry, engineering and estimating
- Physical ability to perform inspection on a construction site
- Clean driver's record

C – EFFORT AND WORKING CONDITIONS

1. Physical Effort and Environment

The Operations Manager's workload can be very heavy depending on the season and demand for services. Hours normally do not vary substantially. The Physical working environment can be demanding when outside. There is generally a low risk of personal injury. The Operations Manager will occasionally be called upon to respond to emergency situations or be on call.

2. Mental Effort and Environment

The mental strain resulting from the work of the Operations Manager is variable, but is normally relatively high. Frequent interruptions may occur.

CAO (or designate) Approval

I have reviewed the above job description and agree it is accurate and complete.

CAO (or designate) _____ Signature _____ Date _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Staff Name _____ Signature _____ Date _____