PUBLIC WORKS MANAGER
RURAL MUNICIPALITY OF ST. ANDREWS
Clandeboye, MB

POSITION PROFILE:

Reporting to the Chief Administrative Officer, the RM of St. Andrews is seeking candidates for the position of Public Works Manager. As a key member of the Municipality Management Team, the successful candidate will oversee the successful operation of the Public Works Department.

Key Responsibilities:

- Directs the Operations of the Public Works Department including:
    - Organize, plan and oversee all Public Works functions of the RM
    - Establish and assign work priorities and ensures staff compliance with RM operating standards
    - Oversees and inspects work undertaken by contractors, developers and other non-municipal personnel to ensure work meets municipal standards and project requirements
    - Ensures an annual inspection of all municipal streets, roads, drains and buildings and follows established maintenance requirements in accordance with Asset Management levels of service
    - Prepares and ensures compliance to the Preventative Maintenance Schedule for all Municipal Buildings and Municipal Equipment
    - Manages all Public Works emergencies, including flooding. Provides input to and follows the established RM emergency management plan and processes.
    - Responds to or ensures the resolution of constituent Requests for Service/Complaints
    - Purchases equipment, tools, and materials as approved in the annual budget in accordance with the RM's Purchasing Policy. Maintains and ensures inventory control on all significant public works purchases.
- Leads Public Works Health and Safety program:
    - Serves as the management representative on the Public Works Committee
    - Ensures all Public Works staff are trained and comply with workplace safety policies and practices.
    - Ensures work conducted in the field by staff and contractors complies with all provincial and municipal safety standards.
    - Promotes safe work practices to build a safe and healthy work environment.
- Provides leadership and direction to all public works staff and ensures that all staff are effectively and efficiently working to support and complete RM public works priorities
- Prepares and manages the annual Public Works budget.
- Responsible for the management and supervision of all public works staff in accordance with the RM's Collective Agreements.
- Serves as a member of the Municipality management team and participates in strategic and operational planning
- Serves as a member of the Asset Management Team and participates in advancing and promoting asset management practices.

- Prepares reports and recommendations to Council as required by the CAO.

Qualifications and Experience:

- A minimum of Grade 12, with additional relevant post-secondary education an asset.
- Several years of progressively responsible experience in all aspects of Public Works, with experience in a municipal environment a definite asset
- A minimum of two years of management and/or supervisory experience is essential. Prior experience managing external contractors is required.
- Demonstrated effective leader, and problem solver with strong communication skills and a proven ability to build and maintain a strong team.
- Experience managing in a unionized environment and knowledge and understanding of collective agreements.
- Demonstrated knowledge of and experience with building a safe and healthy work environment in public works.
- Excellent communication and interpersonal skills with extensive experience dealing with members of the public and various stakeholders in a professional and effective manner.
- Demonstrated experience managing and responding to emergency events.
- Experience working with Municipal Councils would be an asset.
- Ability to work effectively as part of a management team.
- Demonstrated ability to read and understand legal contracts and agreements and design drawings.
- Ability to work with and apply organization policies and procedures including but not limited to purchasing, human resource, internal controls and public works operations.
- Ability to maintain a high degree of confidentiality and diplomacy.
- Strong organizational and time management skills with the ability to manage multiple projects and priorities simultaneously.

**An equivalent combination of education, experience, skills, knowledge and abilities may be considered.**

**This is a full-time management position. The RM offers a comprehensive compensation and benefits package.**

**Resumes, including a cover letter can be sent to the email address as noted below.**

**The position will remain open until December 15, 2022. Applications will commence being considered starting December 19, 2022**

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

**Attention: Laurel Repski**
**Human Resource Consultant for RM of St. Andrews**
**repskihrc@gmail.com**