



Director of Public Works

Full-time/Permanent Position

The **Director of Public Works** will accept responsibility for the overall leadership and management of all municipal operations and staff. The incumbent will function as a key member of the management group.

Qualifications Include:

- Degree in Civil Engineering or related field
- At least 5 years progressively responsible management level municipal experience that includes financial and budget administration
- Knowledge and understanding of municipal infrastructure, operations and public works is required.
- Experience with computer software programs including Microsoft Office and AutoCAD™ Project management experience and/or training
- Supervisory skills and strong leadership abilities
- Proficient organizational skills in scheduling work, managing outside consultants and contractors
- Knowledge of Territorial regulations and Municipal by-laws relating to Public Works
- Valid driver's license
- Proficient in drafting proposal calls, tenders, purchasing, and budgeting

We offer:

- ✓ Comprehensive Health/Dental Benefits
- ✓ Accommodation Allowance
- ✓ Pension Plan
- ✓ Salary of \$85,652 - \$114,137 (commensurate with experience)

Closing Date: when filled

The Town of Hay River, is the Hub of the North and an ideal location for those who appreciate a lifestyle that encapsulates both an ideal family friendly environment along with recreational activities that will capture the spirit and zest for life in a dynamic and growing community. The option of walking or biking to work within minutes of where you live, creates time benefits with your family and an ability to fully participate in other recreational activities, including; golf, swimming, camping, fishing, water sports in the rivers, lakes and beaches, gardening, arts and cultural venues, among the countless other winter activities. Affordable housing, quality education, excellent health & social services make the Town of Hay River an ideal location to accelerate your career. The Town of Hay River offers a generous benefit package, and a rewarding lifestyle that creates privileges and a sense of adventure for all ages. To learn more about the Town of Hay River, feel free to visit our website: www.hayriver.com

Qualified individuals are invited to submit their resume to:
Town of Hay River
73 Woodland Drive
Hay River, NT X0E 1G1
Attention: Michael Richardson, Senior Administrative Officer
mrichardson@hayriver.com
Ph: 867.874.6522
Fax: 867.874.3237

We thank all applicants for their interest and advise that only those selected for an interview will be contacted

TOWN OF HAY RIVER

JOB DESCRIPTION

Job Title: Director of Public Works

Incumbent:

Reports To: Senior Administrative Officer

Basic Function/Major Responsibilities:

Reporting directly to the Senior Administrative Officer the Director of Public Works and Planning is responsible for the planning, development, running and maintaining of the water and sewer systems, road system, docks, berms, buildings, vehicles and equipment

The Director of Public Works and Planning is responsible for the overall administration and co-ordination of the Public Works Department and it's personnel and must ensure that all applicable municipal policies and by-laws, territorial legislation and federal legislation are adhered to.

Duties:

- Manage the day to day operations of the Public Works Department.
- Maintain accurate files on all matters relating to the Public Works Department.
- Proposal calls, tenders, invitational tenders and purchasing for the Public Works Department and other departments as required.
- Recommending and managing outside consultants retained by the Town.
- Liaise with contracted Architects, Planners and Engineers.
- Scheduling of work.
- Project management.
- Draft and/or prepare for Mayor or Senior Administrative Officer's signature, letters to Government and industry.
- Assist Council in facility development strategies, as required.
- Prepare for Senior Administrative Officer's approval, briefing notes for submission to council as required.
- Prepare, present and manage the Public Works Department budget.

- Reviewing expenditures and approving for payment.
- Assisting other departments with those aspects of their budget that pertain to the Public Works Department.
- Maintain a library of reference material such as reports, studies.
- Prepare applications for funding from various Governments on matters relating to the Public Works Department.
- Preparing and filing of all reports required by other levels of government or other agencies.
- Dealing with and resolving complaints that involve the Public Works Department.
- Managing various security systems.
- Promoting safety in the workplace.
- Supervision of the Development Officer/Building Inspector.
- Staff Supervision in accordance to the Town of Hay River Collective Agreement.
- Responsible for the recruitment, hiring, training, management, scheduling, and professional development of public works employees and various casual staff.
- Identify, support and provide access for professional development of staff.
- Advise and/or assist other Town Employees when required.
- Work with all Town personnel in all matters pertinent to the Public Works Department.
- Other related duties as assigned by the Senior Administrative Officer from time to time.
- May be required to act in other positions from time to time.

Education, Qualifications and Experience

- A degree in a civil engineering or a related field.
- Must be computer literate, have experience with Microsoft Office Professional and be familiar with a network environment. Experience with Autocad and/or other engineering related programs is desirable.
- Must have a valid drivers licence.
- Must have or must acquire during the probationary period, a valid class 4 drivers licence.
- Basic First Aid and CPR would be an asset.
- Must have or be able to successfully complete during the probationary period a workplace safety course.
- Five (5) years of related experience.
- Knowledge of Territorial Regulations and Municipal By-Laws relating to Public Works.
- Communication skills and training.
- Skills in developing and evaluating staff.
- Working Knowledge of Public Works facilities operations, maintenance and annual budget preparation and administration.
- Knowledge of Public Works equipment and suppliers.
- Must act as a role model within the community.
- The Director of Public Works and Planning is a Management position and is excluded from the bargaining unit. This position also has signing authority as outlined in the Town of Hay River purchasing policy.
- Applicants will be required to submit to a background check. Features of work which create unusual demands. Irregular hours of work. Must attend all Council, committee and management meetings. Must be able to work under tight deadlines. Requires discretion in all matters.