



## THE CORPORATION OF THE **TOWN OF COBALT**

### **PUBLIC WORKS SUPERINTENDENT (PERMANENT FULL-TIME)**

The Town of Cobalt is seeking a dynamic, progressive and motivated individual to fill the permanent, full-time position of Public Works Superintendent.

Reporting directly to the Town Manager, the Public Works Superintendent is directly responsible for the efficient and effective administrative and operations of the Town of Cobalt's Public Works Department including the successful delivery of day-to-day operations for road maintenance and construction, facilities and parks management, fleet maintenance and licensing and supervising/coordination of staff. The Public Works Superintendent will ensure compliance with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures.

#### **WHAT WE OFFER:**

- Competitive compensation, complete with comprehensive health and dental benefits
- OMERS (Ontario Municipal Employees Retirement System) Pension Plan

#### **PREFERRED QUALIFICATION:**

- Minimum Post-Secondary Diploma in a related field or equivalent work experience
- Minimum five (5) years Municipal Public Works or related heavy construction experience, with two (2) years of supervisory experience
- Class DZ Licence with a clean driver's abstract
- First Aid, CPR and WHMIS certification training
- High level of confidentiality
- Strong working knowledge of Microsoft software

This is a full-time salaried position of 40 hours weekly, including evening and weekends as required. It is a non-union position and is required to attend evening meetings. During the winter season, this position may be required to work during the holidays to respond to weather related road conditions and/or emergency requests.

If you are interested in joining our team, please submit your resume to the Town Manager no later than October 28, 2024, at 12:00 p.m. Please identify the posting (Public Works Superintendent) in the subject line. Full job posting and details can be found by visiting [www.cobalt.ca](http://www.cobalt.ca).

Steven Dalley,  
Town Manager  
The Town of Cobalt  
18 Silver Street, P.O. Box 70  
Cobalt ON P0J 1C0  
Email: [sdalley@cobalt.ca](mailto:sdalley@cobalt.ca)

Thank you to all who apply but only those receiving an interview will be contacted.

*The Town of Cobalt is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.*



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**Job Title:** Public Works Superintendent

**Department:** Public Works

**Directly Responsible to:** Town Manager

## **Purpose of the Position**

Public Works Superintendent is responsible for the administration, operation, maintenance and rehabilitation of municipal infrastructure, including roads, sidewalks, waterworks, wastewater, stormwater, culverts, street lighting, facilities, parks and fleet. Key responsibilities include management of external engineering and other contracts, providing comments on new developments and infrastructure needs, administering maintenance programs for roads, culverts, drainage, water and wastewater treatment facilities (with OCWA), and the preparation and monitoring of an annual budget that reflects operations and the long-term asset management plan.

## **Major Responsibilities**

### **1. Direct, monitor and oversee the activities of the Public Works Staff**

- Operations
- Ensures adherence and compliance with legislative and regulatory standards
- New construction review and general administration
- Receives departmental correspondence, and takes action where possible, drafts response or seeks direction from the Town Manager
- Performs other duties as assigned in accordance with department objectives

### **2. Plans, prioritizes and ensures the implementation of Public Works maintenance and construction programs**

- Evaluates and responds to operational challenges and opportunities for improvement.
- Assists the Town Manager in the preparation of tenders and contracts for various Public Works and properties activities.
- Knowledge and understanding of all ongoing projects, contracts and work being implemented by the municipality.
- Directs municipal contractors and municipal staff with various snow clearing activities within the limits set by By-Law - Winter Operations Plan and all provincially regulated snow removal standards.

### **3. Develops departmental standards, policies and procedures**

- Responsible for the ongoing development of and adherence to maintenance standards
- Makes recommendations on design standards for new developments.



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#### **4. Provides recommendations and advice to the Town Manager for Council consideration**

- Contributes to various development of grant submissions for the Municipality
- Leads and monitors construction progress activities.
- Attends Committee of the Whole Council meetings once a month and other meetings as required.
- Asset management – inventories municipal assets, evaluates and researches repairs and maintenance alternative and makes recommendations.

#### **5. Develops departmental standards, policies and procedures**

- Responsible for the ongoing development of and adherence to maintenance standards
- Makes recommendations on design standards for new developments.

#### **6. Effectively Manages Staff**

- Schedules staff activities and holidays
- Prepares and conducts performance evaluations and employee discipline, in conjunction with the Town Manager.
- Provides effective and regular feedback to subordinates as part of ongoing performance management.
- Attends meetings and provides regular updates to staff.
- Ensures staff are appropriately trained, both for operational needs, sharing of work and personal/career development.
- Ensures the development and maintenance of daily work logs of activities and timesheets
- Responds to employee grievances (Stage 1) as part of the collective agreement.

#### **7. Responds to inquiries and investigates complaints from the public and public agencies**

- Participates in the development of public service standards.
- Deal with public concerns in an appropriate and timely manner.
- Respond to Ministry Inquiries
- Assist with the Municipal By-Law Enforcement Officer to resolve complaints submitted under the Parking, Winter Operations and Property Standards By-Laws.

#### **8. Water/Wastewater Support**

- Coordinates meetings with Town staff (including the Town Manager) and Water/ Waste Water contractors – (OCWA)
- Provides assistance with legislative reporting if required
- Assists the Water/ Wastewater contractors (OCWA) with administrative needs
- Assists in the development of the budget or operational recommendations with regard to Water/ Waste Water management with OCWA.



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## **9. Prepares and Monitors Budgets**

- Draft the annual public works operating and capital budgets for submission to the budget process for Council approval
- Proactively monitor the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled.

## **10. Ensure the Municipality's Compliance with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures:**

- Occupational Health and Safety Act- safety meetings, initiatives and compliance;
- MTO regulations – licenses, certificates, signing standards;
- MOECC – Operator certification, Systems operations, Certificate of Approval for water and waste;
- MNR – use and disposal of stone and other items;
- MOL – Safety requirements, personnel relations, hours of work, working conditions;
- AODA – Compliance with requirements for public facilities and spaces;
- The Collective Agreement

## **Job Requirements:**

### **1. Qualifications**

- Knowledge of all aspects of municipal operations, roads, building, park maintenance, maintenance standards for roads and highways.

### **2. Skills**

- Requires leadership, negotiation, supervisory, people/time management skills
- Project management skills;
- Public relations and interpersonal skills to clarify facts, provide information and respond to complaints;
- Knowledge of operation of heavy equipment;
- Proven verbal and written communication skills, as well as report writing skills;
- Proficient in Windows based software, and software relating to projects and/or operations of Public Works.

### **3. Working Conditions**

- Must attend evening Council Meetings;
- Must attend weather related and or emergency situations;
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time;
- May be subject to inclement weather during the discharge of responsibilities.