



October 27, 2020

EMPLOYMENT OPPORTUNITY

Public Works Coordinator

Job Type: Full-Time Permanent – Non-Union

Work Location – East Selkirk 155 CIL Road

Work Hours – 7:00 am to 3:30 Monday to Friday, plus as required

Closing Date: November 20, 2020.

JOB SUMMARY:

Under the general direction of the Public Works Manager, the Public Works Coordinator will support the department by; coordinating departmental projects and developing plans, supervising employees, ensuring efficient day-to-day departmental operation, participating on the Workplace Safety & Health Committee, responding to citizen/customer inquires, recommending changes to RM by-laws and policies, and conduct other work as assigned.

DUTIES AND RESPONSIBILITIES:

- **Coordinate projects and assist with development plans for facility maintenance, equipment purchase and general maintenance by;**
 - Overseeing and monitoring RM initiatives, projects, upgrades and renovations as required,
 - Administering various contracts,
 - Creating and maintaining a detailed inventory of facilities, equipment and supplies, including condition reports,
 - Ensuring the collection and maintenance of detailed records and files regarding maintenance activities and associated costs,
 - Developing and ensuring the adherence to equipment and facility management standards
- **Ensure the efficient operation and maintenance of municipal buildings, landfill, transfer stations, parks, pathways, trails, roads, and drains by;**
 - Overseeing and monitoring the day-to-day work,
 - Overseeing snow clearing, and general road, park, pathway and trail maintenance and RM drainage,
 - Managing daily operations of RM landfill and transfer stations,
 - Ensuring the application of RM processes and standards,
 - Advising and reporting to the manager as required.

- **Supervise the work of up to 12 permanent employees, plus seasonal and casual staff by:**



- Establishing work priorities and schedules,
- Directing, monitoring and providing verbal and written work performance feedback and associated documentation,
- Reviewing and approving time sheets; including the approval of overtime work/emergency response,
- Assisting with staff hiring, orientation and in hiring and discipline consistent with the Collective Agreement and RM policies.
- Providing training and ongoing supervision,
- Ensuring adherence by staff to Workplace Safety & Health Standards and operational procedures and processes,
- **Actively participate on workplace health and safety committee, representing Management by;**
 - Acting as (rotating) co-chair as required,
 - Responding to issues and concerns identified consistent with RM processes and the Manitoba Workplace Safety & Health Act/regulations,
 - Consistently reviewing workplace hazards with a view to risk mitigation or elimination.
- **Respond to public enquiries and concerns by;**
 - Providing accurate timely information to residents, customers and other stakeholders,
 - Bringing to the managers attention any escalating issues as required.
- **Recommend changes to by-laws, policies and procedures to the Public Works Manager.**
- **Perform other duties as assigned by the Public Works Manager by;**
 - Preparing formal and informal reports as required,
 - Acting in that capacity as required.

Knowledge, Skills and Abilities:

- Working knowledge of project coordination/project management.
- Demonstrated ability to effectively supervise and manage employees,
- Ability to establish priorities, and action work objectives with a high level of independence and minimal supervision,
- Knowledge of facility management as it relates to municipal buildings and infrastructure,
- Knowledge of construction and maintenance techniques, equipment and heavy machinery operations,
- Knowledge in the safe use, operation and preventative maintenance of various equipment,
- Ability to coordinate, organize, and problem solve,
- Ability to communicate effectively; verbally and in writing,
- Ability to deal with the public in a respectful manner,
- Ability to establish and maintain effective professional working relationships, personal initiative balanced by a realistic understanding of one's authority; seeking out and or following advise/direction where appropriate.
- Ability to attend work regularly and punctually.



- Ability to be on-call as required.

Credentials and Experience:

- Minimum seven (7) years experience working in a Municipal environment.
- Five (5) years experience supervisory experience. Supervisory experience in a municipal environment preferred/considered an asset.
- Certificate and or courses in leadership considered an asset.
- Certificate and or courses in Project Management considered an asset.
- Demonstrated experience coordinating snow clearing activities.
- Previous municipal equipment operating experience considered an asset.
- Understanding of heavy equipment, road construction, mowers/large scale grass cutting, and/or landfill operations considered an asset.
- Working knowledge of Microsoft word, Microsoft Excel, or equivalent is preferred.
- Experience in facility maintenance management considered an asset.
- Valid Province of Manitoba driver's class five (5) license, class one preferred
- Satisfactory Criminal Record check.

Apply by sending resume and cover letter to:

RM of St. Clements
Public Works Dept
Box 2, Grp 35, RRI
1043 Kittson Road
East Selkirk, MB R0E 0M0
Email: pwadmin@rmofstclements.com

The RM of St. Clements wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.

