



March 29, 2018

EMPLOYMENT OPPORTUNITY

- Assistant Public Works Manager / Project Technician

- **Job Type:** Full-Time Permanent
- **Closing Date:** Friday, April 20, 2018

- **JOB SUMMARY:**

- The Assistant Public Works Manager will be responsible for the supervision of staff, the operation and maintenance of municipal buildings, landfill, transfer stations, parks, pathways, trails, municipal roads and drains and Administration of the Dutch Elm Disease Management program.

- **DUTIES AND RESPONSIBILITIES:**

- Supervise the work of employees by:
 - Establishing work priorities and schedules,
 - Directing and monitoring work performance,
 - Reviewing and approving time sheets; including the approval of overtime work/emergency response,
 - Provide training and supervision,
 - Ensuring adherence to Workplace Safety & Health Standards and operational procedures and processes,
- Assist in the development of plans for facility maintenance, equipment purchase and general maintenance including;
- A detailed inventory of facilities, equipment and supplies, including condition reports,
- Detailed records and files regarding maintenance activities and associated costs,
- Developing and adhering to equipment and facility management standards (such as frequency of maintenance and facility life cycle standards for replacement),
- Ensure the provision of safe municipal facilities by adhering to appropriate building codes and other related standards,
- Respond to public enquiries and concerns,
- Oversee snow clearing of streets and roads in accordance with municipal policy,
- Administer the municipal Dutch Elm Disease management program,
- Prepare Operations reports and recommendations for the Public Works Manager as required,
- Inform the Public Works Manager of recommended changes to by-laws and policies,
- Perform other duties as assigned by the Public Works Manager.



St. Clements
The place to be

- **Knowledge, Skills and Abilities:**

- 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.

- **Credentials and Experience:**

- Certified Engineering Technologist, or related certification, or an equivalent combination of education and experience.
- Experience in facility maintenance management would be an asset.
- Valid Province of Manitoba driver's class five (5) license
- Previous supervisory responsibilities.
- Understanding of heavy equipment, road construction, mowers/large scale grass cutting, and/or landfill operations would be an asset.
- Willingness to secure AutoCAD and GIS knowledge within 1 – 2 years of hire.
- Previous municipal work experience would be an asset.
- Satisfactory Criminal Record check

- Apply 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.