



Township of Ignace  
34 Highway 17 West, PO Box 248, Ignace, ONTARIO P0T 1T0  
Phone: 807-934-2202 Fax: 807-934-2864  
[ignace.ca](http://ignace.ca)

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**POSITION:** Operations Supervisor

**DEPARTMENT:** Public Works

**LOCATION:** Township Office - 34 Highway 17 West, Ignace, ON, P0T 1T0

**REPORTS TO:** Chief Administrative Officer/Clerk

**CLOSING DATE:** 4:30 pm CST, April 3, 2020

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## **PURPOSE**

The Public Works Operations Supervisor:

- Manages the day-to-day coordination of the Public Works Department and is responsible for the safe and efficient delivery of services provided by the Public Works Department. Oversees the work of external contractors and other contracts.
- Provides advice and technical guidance to the Chief Administrative Officer/Clerk regarding infrastructure.
- Assists with the development of the annual work plan, department budget and ensures compliance with the policies and plans approved by Council, as well as provincial and federal legislation.

The Public Works Operations Supervisor is an effective management team member whose contributions assist in the achievement of department and organizational objectives. The Public Works Operations Supervisor also supports the work of the water and wastewater distribution contractor.

## **ORGANIZATIONAL STATUS**

The Public Works Department manages the delivery of environmental services (water, wastewater, and waste); parks services; fleet management; the operational aspect of cemetery services; and the care and maintenance of all municipal facilities. The

Department works closely with other municipal departments and provides assistance to them on an as-required basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives and reviews assignments.
- Provides oversight to the Lead Hand as and when necessary in identifying equipment and materials needed for the job. May read plans for the project.
- Provides oversight to the Lead Hand as and when necessary to review site situations, and assist with organization of the work to be completed.
- Provides oversight to the Lead Hand as and when necessary in directing employees, including recommendations and guidance to resolve problems in accordance with established standards and procedures.
- Direction to staff may include work relating to all aspects of work within the Public Works Department.
- Supervises the crew including training, mentoring, monitoring and providing ongoing feedback on performance, correcting behavior and providing input to hiring and professional development needs and conducting annual performance appraisals. In accordance with the Occupational Health and Safety Act regulations for supervisors, directs and trains employees on how to work in a safe manner.
- Schedules employees under their supervision.
- Obtains quotes and with approval, purchases materials and equipment.
- Reviews attendance records, daily activity cards, contractor's work, etc.
- Provides reports on the results of the work and participates in reviews of equipment and material needed for the function of the Public Works Department.
- Investigates and responds to public service requests in accordance with the Township's policies and procedures.
- Advises the Chief Administrative Officer/Clerk of issues as required.
- Provides oversight to the Lead Hand for the recording and organizing of inspections, repairs, maintenance and gathering benchmarking data.
- Provides oversight to the Lead Hand as and when necessary to ensure that inspection reports related to municipal infrastructure are completed.
- Provides oversight to the Lead Hand as and when necessary to ensure that all vehicles, equipment, tools and apparatus are serviced, in good repair and in proper working order.
- Actively participates in the Township's Asset Management planning and programming.

- Assists with the development and implementation of the Township's Emergency Response Plan.
- Looks for ways to optimize work through operational efficiencies, new technologies, and best practices.
- Maintains records of time, equipment, materials, location of work, etc.
- Carries out safe work practices and adheres to safety and other work-related regulations; reports unsafe and/or insecure situations that may arise from time to time; and implements emergency procedures as directed.
- Provides input on modifications or improvements to Public Works Department policies, procedures and practices to improve the functions and safety of the department's operations; and provides input to written work procedures for own area of responsibility as requested.

### **REQUIRED EDUCATION / WORK EXPERIENCE**

- Grade 12 and Relevant Post-Secondary education
- Valid Ontario Class DZ Drivers' License and clean driver's abstract
- Experience working in a Public Works environment
- Experience with municipal infrastructure operation, maintenance and construction, and the safe operation of related tools and equipment
- Experience working in a municipal and/or unionized environment will be considered an asset
- First Aid & CPR
- WHMIS
- AODA Customer Service Training and Human Rights Training
- Additional, related professional development and training would be considered an asset

### **REQUIRED SKILLS AND ABILITIES / WORK DEMANDS**

- Demonstrated strong leadership and organizational skills, with the ability to manage change and direct multiple employees.
- Demonstrated understanding of local government.
- Excellent interpersonal, project/time management, organizational, analytical, oral and written communication skills.
- Excellent knowledge of municipal infrastructure and Public Works best practices.

- Solid understanding of the OSHA regulations and related safe-work practices.
- Excellent networking and interpersonal skills to interact with internal staff, external agencies, contractors and members of the public. These skills are required to represent the Township effectively, as well as to provide direction and leadership within.
- Excellent problem solving, decision-making, and negotiation skills in a complex environment.
- Sound computer skills with the capacity to promptly learn new computer software programs relevant to the department.
- Ability to organize and prioritize work in order to meet deadlines.

### **HOURS OF WORK**

Normal hours of work are 8:00 a.m. to 4:30 p.m., Monday to Friday. Extra time may well be required to complete tasks and meet deadlines. Overtime shall be compensated in accordance with the Township's policies.

### **WORKING CONDITIONS**

Work is generally performed in a normal office environment and wherever the Public Works department provides services. The nature and variety of duties place this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning municipal services.

Work may be performed in regular outdoor construction conditions, including operations that extend into inclement weather.

Work may be required on weekends and evenings; to attend meetings, etc.