



## Rural Municipality of Lac du Bonnet

<b>Job Title:</b>	Assistant Public Works Manager	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Public Works Department	<b>Date of last revision:</b>	January 6, 2023
<b>Location:</b>	RM of Lac du Bonnet	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time Position
<b>Reports To:</b>	Public Works Manager	<b>Date posted:</b>	Not applicable
<b>Will Train Applicant(s):</b>	External/Internal Resources	<b>Posting Expires:</b>	Not applicable
<b>External posting URL:</b>	N/A		
<b>Internal posting URL:</b>	N/A		
<b>Applications Accepted By: N/A</b>			
<b>FAX OR E-MAIL:</b>  Subject Line:  Attention:		<b>MAIL:</b>	
<b>Job Description</b>			
<p><b><u>JOB SUMMARY</u></b></p> <p>UNDER THE DIRECTION OF THE PUBLIC WORKS MANAGER THE ASSISTANT MANAGER POSITION IS AN “OUT OF SCOPE” MANAGEMENT POSITION. THE POSITION IS RESPONSIBLE FOR PROVIDING CORPORATE LEADERSHIP, FUNCTIONAL OVERSIGHT AND STRATEGIC DIRECTION CONSISTENT WITH THE OVERALL GOALS IN THE RM OF LAC DU BONNET’S STRATEGIC PLAN AS IT PERTAINS TO THE PUBLIC WORKS DEPARTMENT. THE POSITION WILL ENSURE THAT THE PUBLIC WORKS DEPARTMENT PROGRAMS AND PROJECTS HAVE THE APPROPRIATE ENVIRONMENT AND RESOURCES TO RESPOND TO DEPARTMENT PRIORITIES, OBJECTIVES, AND INITIATIVES TO MEET THE NEEDS OF INTERNAL AND EXTERNAL CUSTOMERS, BOTH ON A SHORT AND LONG-TERM BASIS. THIS POSITION IS THE ASSISTANT MANAGER TO THE PUBLIC WORKS MANAGER AND WILL INCLUDE THE SUPERVISION OF STAFF, PERFORMANCE EVALUATION, AND PLANNING OF MAINTENANCE GOALS OF THE MUNICIPALITY.</p> <p>THE ASSISTANT MANAGER WILL PROVIDE CONFIDENTIAL STRATEGIC ADVICE TO THE PUBLIC WORKS MANAGER AND PROMOTE A TEAM ENVIRONMENT CONSISTENT WITH THE POLICIES AND PROGRAMS OF THE RM OF LAC DU BONNET.</p> <p><b><u>JOB RESPONSIBILITIES</u></b></p> <p><b><u>DUTIES</u></b></p> <ul style="list-style-type: none"> <li>Provide vision and leadership for the department by integrating operations and building teamwork.</li> <li>Direct the strategic business planning of the department and carry out the business plan in accordance with council and corporate approval and direction.</li> <li>Assist with the planning and monitoring of the Public Works Department budget.</li> </ul>			



## **Rural Municipality of Lac du Bonnet**

- Supervise and evaluate employee performance on the day-to-day operations of the public works department.
- Assume the role of the Public Works Manager as required.
- Work with corporate to implement, oversee and where necessary recommend changes in the various corporate software programs including but not limited to document management, project costing and asset management to ensure maximum efficiencies in the public works department.
- Assume the lead in the planning of all projects for the department including project costing, prioritizing of tasks, tendering, and scheduling both external and internal work plans.
- Supervise the execution of all projects ensuring all occupational health and safety policies are adhered to.
- With a focus on service excellence, innovation and financial stability foster a positive cultural environment of respect, knowledge sharing, continuous learning, health and safety and motivation to successfully achieve business plans.
- Develop a constructive and trusting partnership with Council, CAO, Public Works Manager and Senior Management by providing guidance, communications, advice, and decision support on the delivery of public works initiatives, including risks and impacts.
- Oversee and respond to service requests, verbal and written inquiries from the public and other government bodies as directed.
- Formulate recommendations, prepare reports, and attend Public Works Committee, Council and/or other meetings and functions as directed.
- Develop and recommend new public works policies and or changes to existing policies, operating procedures, work systems, methods, and standards when necessary. Report on Public Work Department performance taking corrective action when needed.
- Develop, manage, and monitor complex departmental capital and operating budgets. Manage variances and introduce cost containment strategies.
- Implement, conduct, and ensure due diligence of all health and safety matters including but not limited to tool box meetings, training, risk assessments, workplace inspections, investigations, procedures, and correcting hazards. Oversee the department's Workplace Health and Safety Program.
- Assist in the management of Municipal Utilities and Building Infrastructure.
- Prepare and participate in meetings with project team, consultant, and subcontractors.

### **SKILLS, JOB KNOWLEDGE AND QUALIFICATIONS**

#### **JOB KNOWLEDGE**

- Graduate of Civil Engineering, Civil Tech Program, or Certificate in Project Management would be considered an asset.
- Work effectively in a team environment.



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- Ability to read and interpret contract specification, drawings, and other construction documents.
- Excellent computer skills and experience with Microsoft Office, Microsoft Word, and other related software programs.
- Understanding of the budget process and financial reporting.
- Good understanding of Tendering and Procurement Practices.
- Client service and customer focused in order to establish and maintain effective relationships with the community.
- Strong organizational and time management skills in order to prioritize work load.
- Must be able to schedule and meet with Community Groups regarding ongoing Municipal Projects.
- Excellent communication and leadership skills.
- Understanding of Human Resources Practices and Collective Agreements.
- Self-motivated with strong willingness and ability to learn and be challenged.

Reviewed By:	Chief Administrative Officer	Date:	January 9, 2023
Approved By:	Chief Administrative Officer	Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:	Public Works Manager	Date/Time:	