

Public Works Executive Assistant

Job Description

Position Title: Public Works Executive Assistant

Purpose of Position:

Acting as Executive Assistant to the Manager of Public Services will be responsible for documenting and standardizing the practices and policies of the Public Works Department to enhance the flow, quantity, and quality of information consistent to the Town's operations of the Town's Infrastructure.

Major Responsibilities/Duties:

- Assemble and populate Public Works Capital from Town's various engineering studies and input from Manager of Public Services
- Preparation of Public Works Operational Budgets by compiling information from Superintendents and Contracted Services
- Research information for and preparation of technical reports and correspondence
- Prepare plans and other attachments for use with reports to Council including AutoCAD Drawings, GIS mapping, photos, etc.
- Liaison with Consultants on engineering projects and Contractors for services provided as required by the Manager of Public Services
- Preparation of in-house tender documents and coordination of payment certificates
- Preparation of work orders to Superintendents and tracking/reporting thereon
- Responsible for the review of applicable legislation and regulations such as the Municipal Act including Minimum Maintenance Standards, Local Improvement Act, Safe Drinking Water Act, Ontario Water Resources Act, etc.
- Responsible for coordination of Public Works related software initiatives with IT and GIS Departments
- Develop, coordinate, and finalize Public Works information utilized to populate Asset Management Systems
- Coordinate preparation of brochures and advertisements to enhance public support of Town programs related to services provided by Public Works Department
- Responsible for completion of Public Works portion of reporting requirements including OSIFA, OMEIFA, and FIR
- To perform other duties as assigned by the Manager of Public Services

Human Resources:

- Oversee and provide direction to the Public Works General Clerk and as required to the Environmental Clerk
- Manage and coordinate the professional services that are purchased by the Public Works Department in carrying out the Council assigned departmental responsibilities including the town's solicitor and other required specialized consulting services.
- Understand and ensure compliance of the Occupational Health and Safety Act and Regulations to ensure the health and safety of their direct reports. Understand and enforce the Town's Health & Safety policies and procedures.

Education/Skills:

- A diploma in Civil Engineering Technology or a related discipline including mathematics, engineering fundamentals, technical report writing, design, analysis and management principles would be an asset.
- Professional Designation through OACETT or similar professional organization would be an asset.
- Experience in municipal drainage and provisions of the Ontario Drainage Act would be an asset.
- Water Distribution and Water Waste Collection Certifications are an asset

Knowledge:

- 5-10 years of relevant experience is required
- A thorough working knowledge of municipal planning including report, tender, drawing preparation as well as design and construction standards
- Excellent management, inter-personal, and oral and written communication skills
- Effective public relations, inter-personal, and oral and written communication skills
- Proficient in the Microsoft Office software including Word, Excel, Powerpoint, and Outlook as well as Autocad, ArcView, Photo Editing Software, Laserfiche and Adobe PDF Professional
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines along with municipal experience are essential.

- Responsible for daily maintenance and operation of office equipment and knowledge of various Public Works Department software applications

Physical Skills and Effort:

- Manual dexterity to a operate personal computer

Decision Making and Judgement:

Decision making/judgement required in the following areas:

- Analyzing and developing plans for Public Works related policy preparation and implementation
- Planning and executing programs such as Asset Management System and Geographic Information System in order to prioritize data
- Dealing with customer concerns relating to construction projects and Town Services
- Mandating report requirements and applications for grants and funding
- Using establish methods including industry standard for construction and maintenance (OPSD, OPSS, AWWA Standards)

Interpersonal Contacts/Internal Contacts:

- Daily contacts with Manager of Public Services, Public Works Inspector/Drainage Superintendent, Roads and Parks Superintendent, Water/Wastewater Superintendent, Environmental Services Engineer, CAO and other department heads/staff on as needed basis, to administer, manage and coordinate all aspects of the Town's Public Works Department.
- With the Manager of Public Services to review the status of established goals and objectives and to seek advice and direction.

External Contacts:

- Meet and correspond with residents and representatives from the community including government agencies, the public, suppliers/contractors/consultants, and other professional service providers

Working Conditions:

Environment: Working within an office environment, with off-site meetings and site visits on an as needed basis

Control Over
Work Schedule Attend project meetings regularly and other meetings as required.