



Position Description

POSITION TITLE: Assistant Public Works Director

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

SUMMARY OF POSITION:

The Assistant Public Works Director is tasked with assisting the Public Works Director with any tasks that are assigned. This position is also responsible for supervising all ongoing road maintenance operations such as road grading, winter snow plowing. This position is responsible for ensuring road maintenance operations are done to the standards set by Starland County Council and the Public Works Department.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Experience in Road Building
- Valid Class 1 Drivers Licence
- Bridge Inspection Certification
- Experience in operating and maintaining light and heavy equipment
- Municipal infrastructure design and maintenance experience
- Three to five years' supervisory experience
- Ability to work with others, Rate Payers, and Contractors
- Experience in Operating a Grader
- Municipal Disaster Services Training
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, TDG, National Safety Codes and others as applicable
- Other training that could be an asset to the County. Some examples are, Snow Plow Training, Lift Training, Equipment Training, Job Hazard Assessments, Incident Reporting and Tool Box Meetings.

KEY DUTIES AND RESPONSIBILITIES:

1. Road Maintenance Supervision:

- a) Provides primary supervision for road maintenance operations including grading and snow plowing. Works together with Assistant Public Works Supervisor Operations to ensure work is completed and runs smoothly.
- b) Works with Grader and Snow Plow operators to define routes and schedules.
- c) Assists in the inspection of roads, bridge structures, culverts and equipment and makes recommendations as to necessary repairs or maintenance.

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- d) Must be able to follow work place safe work procedures, policies and regulations, and have their subordinates to follow the same.
- e) Makes assignments and inspects the work of subordinates involved in road maintenance activities.
- f) Organizes and assigns Public Works employees in the event of emergencies such as floods, blizzards and fires.
- g) Investigates complaints regarding road maintenance activities.
- h) Reviews & signs time sheets, fills out reports such as Job Hazard Assessments, Tool Box meetings, incidents and Public Works reports. They are to complete the Job Hazard Assessments and Tool Box Meetings daily on the iPad in site-docs.
- i) Maintain courteous relations with the public, other contractors, council members and other co-workers

2. Equipment/Grader Operator (Secondary):

- a) Participates in road maintenance operations when required due to employee absence or emergency situations.
- b) Maintain gravel surface, non-gravel surface and oil bound surface roads as directed by the Public Works Director.
- c) Operate all equipment in a safe and competent manner.
- d) Inspect equipment daily by performing a walk around inspection at the beginning and end of each shift.
- e) Ensure assigned equipment is serviced within the schedule of service.
- f) Perform periodic road inspection to ensure drainage is functional and ensure all erosion concerns are reported to the supervisor.
- g) Assist in all aspects of Public Works activities when road surface maintenance is not possible or not required. This includes the processing of firewood, which will be used at Starland County recreational areas.
- h) Must have the physical ability to lift 44 pounds (20 kg) and be physically fit enough to assist with changing blades, routine maintenance and other assigned duties.

3. Dust Control Program

- a) Makes arrangement for the procurement and application of dust control products in accordance with Starland County's Dust Control Policy.
- b) Assist with the application of dust control products and periodically repair existing dust control strips in front of residences in Starland County.

4. Gravel Program

- a) Spread gravel to accommodate the gravel program within the appointed area.

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- b) Directs the actions of the loader operator, gravel checker and gravel truck drivers in the operation of the gravel program

5. Road Maintenance

- a) Determines when road bans are applicable
- b) Coordinates with Starland Vehicle Weight Committee to put a road ban in place
- c) Provides proper signage and notification of road bans
- d) Must coordinate with Roadata for the issuance of overweight permits
- e) Responsible for identifying and obtaining Road Use Agreements with companies hauling in or out of Starland County
- f) Coordinating with the Community Peace Officer with the enforcement of the Road Use Agreement

6. Other Duties

- a) Assist in supervisory duties from the Public Works Director
- b) Acts for the Public Works Director in their absence
- c) Complete Driver Evaluations for all road maintenance employees for National Safety Codes
- d) Leads all Public Works Safety Meetings
- e) Assist Public Works Director with Bridge Management

7. All other duties assigned by the Chief Administrative Officer or Public Works Director

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of August 2024