

Township of Southgate

Job Description

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| Date of Update: June 2023 | Public Works Administration |
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Section A: Position Description

1) Position Identification

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| The purpose of this section is to determine your current position within the organization. | |
| Job Title: Public Works Administration | Supervisor's Job Title: Public Works Manager |
| Standard hours of work per week: 35 hours per week | Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes |
| Location of Position: Hopeville Administration Office | Department/Division: Public Works |
| Employment Status: Full Time Salaried Position | Pay Band: 11 |

2) Scope of Position (A maximum of three sentences.)

Reporting to the Public Works Manager, the position duties will be to administratively support the departments of Transportation & Public Safety, Waste Resources & Diversion Management, Waterworks and Wastewater operations. This position will be responsible for maintaining records, providing initial customer service, managing department complaints, maintaining monthly & annual reporting, acting as secretary for Public Works committees and provide administrative support to department manager and supervisory staff.

| Key Responsibilities | Tasks | Percent of Time |
|------------------------------|---|------------------------|
| Administrative Duties | <ul style="list-style-type: none"> • Provide administrative support to department manager and supervisory staff & represents the Municipality daily as the first point of public contact • Receive and code Public Works payable invoices for the Public Works Manager’s approval. • Management of Public Works files & maintains department supply inventories as assigned. • Tracks inquiries and complaints from ratepayers to ensure they have been resolved by the appropriate staff member. • Scheduling training and accommodations for Public Works Staff. • Purchasing materials and safety clothing for appropriate public works departments. | 25% |
| Water / Wastewater | <ul style="list-style-type: none"> • Provide administrative support for Water department • Prepare daily, monthly and annual reporting for Water and Wastewater systems and submit to MECP as required. • Maintain DWQMS paperwork through document control and support the DWQMS audit. • Maintain and support Corrective/Preventative Actions and Continual Improvement initiatives. • Provides secretarial services for the Drinking Water Quality Management System Committee (DWQMS) for annual risk assessment and annual DWQMS Management Review. • Provide water reports and data to support MECP Inspector performing annual Water systems Inspection. • Maintain backflow testing spreadsheet, inspection reports and bi-monthly reminder letters to property owners of backflow devices. • Administratively handles and communicates all watermain breaks and water shut offs to residents through letters, website, and social media. • Filing records, lab reports, training records and all regulatory related documentation. • Attending training/webinars/conferences to keep up-to-date with DWQMS and environmental regulations. • Point of contact for all resident inquiries and complaints regarding water and wastewater services. | 20% |

| Key Responsibilities | Tasks | Percent of Time |
|-----------------------------|---|------------------------|
| Solid Waste | <ul style="list-style-type: none"> • Provide administrative support for the Waste department as required, including preparing monthly, annual and Ministry compliance reporting. • Works with Team Leader WRDM to Research and collect information to create promotion and education materials for school & community programs as well as calendar creation. • May attends schools and local events to outreach and promote Southgate’s waste program. • Maintaining and updating Emergency Spill Plan annually. • Assist with the Environmental Emergency (E2) plan including organizing training and providing secretarial duties for annual Environmental Emergency (E2) staff risk assessment meeting. • Reporting to RPRA and various PROs to receive funding for various diversion programs. • Blue Box reporting and record management to Circular Materials to maintain funding. • Bi-Annual Compost testing and lab reporting. • Point of contact for all resident inquiries and complaints regarding waste collection and Transfer Station services. • Attending training/webinars/conferences to keep up-to-date with changing regulations. • Secretarial services for the Public Liaison Committee (PLC). • Filing records, lab reports, training records and all regulatory related documentation. • Administratively handles and communicates all curbside collection delays, holiday delays and closures and unscheduled changes to services to residents through letters, website, and social media. | 25% |
| TAPS / Roads | <ul style="list-style-type: none"> • Oversees administration of Entrance Permits, Civic Addressing, Road Occupancy and encroachment permits, Moving (Wide-Load) permits, Special Events permits, Parades/Grey County road closure permits, Adopt-a-road program. • Purchasing road signage and maintaining road sign database. • Annual updating of Winter Maintenance Manual on OGRA Winter Web for Council approval. • Secretarial services for TAPS Winter and Spring Wrap-up Training with TAPS staff. • Administratively handles and communicates all road closures to OPP, EMS, Fire, County & website posting. • Scheduling training and accommodations for staff. • Creating Issue Work Orders to Depots for calls received and following up with resolutions. | 20% |

Section B: Skills

1) Formal Education and External Training

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|--|---|
| <p>Highest level required</p> <p><input type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input checked="" type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p> <p><input type="checkbox"/> License or Professional Designation</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: May attend courses/seminars on an as-needed basis</p> | <p>Specific Specialty or Degree? (List)</p> <p>2 Year College Diploma in Business Administration or equivalent work experience of 5 years is preferred</p> |
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2) Required On-The-Job Training

| Specific Internal Training | Months to Complete |
|--|--------------------|
| DWQMS working knowledge Waste Reporting | 6 months |

3) Work Experience

| Experience | Minimum Years Required |
|-----------------------|------------------------|
| Computer experience | 2 -3 years |
| Accounting experience | 2 -3 years |
| Customer relations | 2-3 years |

4) Other Key Skills:

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| <p>Good organizational skills Good communication and interpersonal skills.</p> |
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5) Key Relationships (Contacts)

| Internal Contacts | Frequency | Purpose | Method |
|---|--|--|---------------|
| Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrator Ratepayers Children/Students Seniors Supplier | Frequently Occasionally Frequently Occasionally Frequently Occasionally Occasionally Occasionally Frequently Occasionally Occasionally Frequently | | |
| External Contacts | Frequency | Purpose | Method |
| General Public (Not residence) Business representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below | Occasionally Occasionally Seldom Occasionally Seldom Frequently Occasionally Seldom Seldom N/A Occasionally N/A | DWQMS Audits PRO's and CMO MOE Representatives | |
| Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs. | | | |

6) Decision Making

- Must use judgment in dealing with the public and day to day problems relating supporting the operations of the Public Works department in consultation with manager & supervisory staff.

7) Problem Solving Responsibilities

- Ability to analyze and evaluate issues and develop corrective action to resolve problems.

8) Equipment & Technology Utilized

Computer – various financial software (Keystone) applications/ Microsoft Word, Excel, Powerpoint, Publisher, Outlook and Explorer programs.

Section C: Responsibility

1) Program Delivery

Supports the delivery of Public Works services administratively.

2) Impact and Accountabilities

Must have working knowledge of Public Works services and the accountability of the department to residents of the Township.

3) Supervision

| Direct Subordinates – Job Titles | Number of Staff |
|---|------------------------|
| N/A | |
| Indirect Subordinates – Job Titles | Number of Staff |
| N/A | |
| Total | |
| Provides training/instruction to others – Job Titles | Number of Staff |
| N/A | |

4) Material and Information Resources

Confidential personnel matters and customer records.

5) Financial Resources

Responsible for accurate billing of services, receipt of payments and reporting.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

| Condition | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|---|---|---|---|---|
| Sitting | | | | | X |
| Standing | | X | | | |
| Noise Exposure | | X | | | |
| Adverse Temperature | X | | | | |
| Pushing/Pulling | X | | | | |
| Lifting/Carrying | | X | | | |
| Dust | X | | | | |
| Odors | X | | | | |
| Other (Specify) Physical Aspects | | | | | |

2) Health & Safety Hazards

Minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

Minimal travel required for this position.

4) Driving

Minimal driving required for this position.

5) Mental Environment

Busy office environment, open concept.
Interruptions and deadlines contribute to stress.

Section E: Effort

1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and visual concentration is required.

Deadlines and task management are major components of work effort.

Accuracy requires mental effort.

Constant interruptions - ratepayers, co-workers, telephone.

2) Physical Effort

Minimal physical effort required.

Constant sitting.

Keyboarding.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____