

**TOWN OF PELHAM  
WORKS DEPARTMENT**

**Position Title:** Public Works Superintendent

**Primary Function:** Responsible for planning, organization, managing and directing all activities of the Works Department including roads, sewers, waste, water and cemeteries. Develops budgets, reviews construction plans and supervises the deployment of Works Department staff.

**Reporting Relationships:** Reports to Clerk Administrator

**Duties & Responsibilities:**

- (1) Recommends to Council the scope and extent of functions and duties of the Works Department and, upon approval and allocation of funds, directs the implementation of such functions.
- (2) Provides leadership, counsel and motivation to works employees in developing and executing departmental programs.
- (3) Establishes annual goals and objectives for the Works operations.
- (4) Administers all matters relating to the operation of roads, sewers, waste, water, cemeteries and sidewalks.
- (5) Administers all engineering and construction related to the preparation and implementation of Subdivision Agreements.
- (6) Administers the operation and maintenance of Works buildings.
- (7) Serves as executive member of Public Works & Utilities Committee and attends Council and Committee meetings as directed by Council and C.A.O.
- (8) Recommends to the Works Committee such public works and improvements which should be carried out by the Department.
- (9) Prepares and submits draft Public Works budgets to the Public Works & Utilities Committee and monitors approved budgets following approval by Committee and Council.
- (10) Utilizes all resources (people, financial and equipment) effectively within the public works operation and, provides guidance, and training to Works Department Staff.

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- (11) Reviews performance of Works Staff including an annual formal performance appraisal of Works Department Supervisory & Clerical Staff.
- (12) Contributes to the operation of the Management Committee.
- (13) Such other duties as required by the C.A.O.
- (14) Co-operates with Municipal Freedom of Information officer in complying with provincial legislation on Freedom of Information and Protection of Privacy matters.
- (15) Oversees the maintenance of a standardized filing system for Public Works Department files.

**Working Relationships:**

- (a) With Council and Public Works Committee - provides advice and assistance in the development and evaluation of public works policies, implements and administers Council's public works decisions
- (b) With Chief Administrative Officer - receives direction, discusses corporate policies, plans and priorities, provides advice on public works & utilities matters.
- (c) With the Public - responds to inquiries and complaints - maintains courteous relations
- (d) With Town Staff - maintains harmonious working relations with senior staff to co-ordinate activities - maintains co-operation and courtesy with others
- (e) With Subordinate Staff - plans, organizes and assigns work - directs operations, provides instruction and guidance - reviews performance
- (f) With Contractors and Engineering Firms - supervises projects and certifies their completion
- (g) With Regional and Provincial Staff - exchanges technical and operational information