



## PUBLIC WORKS SUPERINTENDENT

### POSITION:

The Public Works Superintendent is responsible for the operation and maintenance programs for streets, airport, water and sewer systems, stock and inventory control, equipment fleet, refuse pickup and disposal at landfill and assistance to the Parks Department.

This position coordinates current and long range plans and budgets for Public Works. Cooperation and coordination with the Director of Engineering is essential to the successful fulfillment of these responsibilities.

### QUALIFICATIONS:

- ✚ Successful completion of Grade 12, a Diploma in Engineering Technology and eligible for registration as an A. Sc.T
- ✚ Ten years experience with a Public Works Department.
- ✚ Planning and scheduling experience and general knowledge of fleet equipment.
- ✚ Budgeting and forecasting experience and knowledge is essential.
- ✚ Possess and maintain a valid Class 5 Saskatchewan Provincial Drivers License.
- ✚ Possess and maintain First Aid and CPR.
- ✚ Maintain certification as determined by SERM.
- ✚ Possess and maintain Police Security Clearance.
- ✚ Must be physically fit.
- ✚ Must possess a minimum in Class II Water Distribution, Class II Wastewater Collection and Class I Wastewater Treatment Certificate.
- ✚ Ability to problem solve and make decisions.
- ✚ Demonstrate leadership.
- ✚ Supervision of staff and human resource skills
- ✚ Effective communication and interpersonal skills.
- ✚ Sound knowledge of municipal public works maintenance and operations.

## **DUTIES:**

- ✚ Coordinate all maintenance and fleet programs for streets and airport, water and sewer systems, and refuse pickup and disposal at landfill.
- ✚ Responsible for hiring, performing disciplinary action, including documentation and follow up, and performance evaluations of all out of scope employees assigned to the Public Works Department. Provide assistance to the out of scope employees in all human resource issues.
- ✚ Coordinate the purchase and maintenance of all equipment for the City of Weyburn. Manage and control store purchasing and inventory for Public Works and Engineering.
- ✚ Assist the Parks Department by coordinating the use of equipment or providing manpower if required.
- ✚ Develop the current and long range manpower, capital and operating budgets for Public Works. Monitor and track the budget and provide quarterly forecasts.
- ✚ Develop and implement the Safety Program for Public Works.
- ✚ Directs and controls any planned emergency activities within the department.
- ✚ Implement City Council's direction and policies.
- ✚ Ensures all projects are carried out in an efficient and cost effective manner.
- ✚ Reply to all inquiries and concerns regarding Public Works.
- ✚ And other duties as assigned.

Please submit resumes, **before 1:00 PM on July 23, 2010**, to:

**Blaine Frank, Director of Engineering**

**157 3<sup>rd</sup> Street, Box 370**

**Weyburn, SK S4H 2K6**

**or**

**Email: [bfrank@weyburn.ca](mailto:bfrank@weyburn.ca)**

The City of Weyburn thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.