

CAPE BRETON REGIONAL MUNICIPALITY

POSITION DESCRIPTION: *MANAGER*

DEPARTMENT: Engineering & Public Works

JOB SCOPE:

Working as a team builder and facilitator performs complex administrative and professional tasks in the planning, organizing and management of public works operations including construction and maintenance of streets, right of ways, water and wastewater infrastructure. Works under the general guidance and direction of the Director of Engineering & Public Works or designate.

MAIN FUNCTIONS

- Manages supervisory and department support staff, motivating directly or through other staff.
- Plans, organizes, co-ordinates and evaluates programs, plans, services, staffing, equipment and infrastructure. Working with staff, evaluates needs and formulates action plans, reengineering work processes to meet service delivery needs.
- Ensures regulatory compliance in all areas of the operation.
- Develops and administers budgets, exercising cost control on an ongoing basis.
- Implements maintenance activities through work order planning systems.
- Recommends policy for Council adoption.
- Participates in recruitment and selection activities.
- Provides interpretation and administration in Labour Relations to ensure consistency in the application of Collective and Supplementary Agreements and Letters of Understanding.
- Provide input to grievance resolution and participates in negotiations
- Acts as Councillor Liaison.
- Provide counseling on a confidential basis to staff including resolution of disputes.
- Facilitate discipline proceedings.
- Participates in strategic planning for the department and the Region.
- Studies and evaluates department policies and procedures measuring performance and productivity to improve the efficiency and effectiveness of the operation.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Provides engineering input to the field when required.

- Participates in the preparation of engineering plans and specifications, bidding, competency of contractors and vendors and the selection criteria for public works contracts.
- Participates in project management for the construction of the municipal works projects.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and takes action.
- Maintains regular contact with engineering, consulting engineers, construction project engineers, municipal, provincial and federal agencies, professional and technical groups and the general public regarding division activities and services.
- Participates in management training programs provide by the employer
- Monitors intergovernmental actions affecting Public Works.
- Other duties as assigned by the Director of Engineering & Public Works or designate.

QUALIFICATIONS

- A minimum of Grade XII or GED equivalent.
- Minimum of 5 years previous public works experience at supervisory management level.
- Any equivalent combination of education and experience in a related field.
- Must possess and maintain a valid Nova Scotia Drivers License.
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification.

PREFERRED QUALIFICATIONS:

- Bachelor of Engineering Degree or technology diploma in a related field.
- Member of Engineers Nova Scotia (APENS), Member of TechNova (SCETTNS) or ability to join either.

KNOWLEDGE, SKILLS, ABILITIES

- Considerable knowledge of municipal engineering principles, practices and methods. Thorough knowledge of municipal policies, laws and regulations applicable to the field of public works.
- Must be a skilled communicator, both oral and written possessing keen interpersonal skills.
- Self starter with motivational management expertise.
- Ability to successfully manage change and participate as a team player.

CLOSING DATE FOR APPLICATIONS: 4:00 P.M. Tuesday, June 18th, 2019

Applications quoting **Reference No. 18.55-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303
Sydney, NS B1P 7B9 - **Fax:** 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during
regular working hours (8:30 a.m. – 4:30 p.m.)

**Although we thank all applicants for their submissions, we will respond only to those we
wish to interview.**