



**City of Campbellton
Employment Opportunity
MANAGER
PUBLIC WORKS (STREETS), MECHANIC
SHOP and FLEET**



**Ville de Campbellton
Opportunité d'emploi
GESTIONNAIRE
TRAVAUX PUBLICS (VOIRIE), ATELIER
DE MÉCANIQUE et
FLOTTE DE VÉHICULES**

<p>The City of Campbellton is seeking a dynamic leader to lead all activities of the Public Works (Streets) department, the Mechanic Shop and the Fleet</p>	<p>La ville de Campbellton est à la recherche d'un (d'une) leader dynamique pour diriger toutes les activités du service des travaux publics (voirie), de l'atelier de mécanique ainsi que de la flotte de véhicules</p>
<p>Full time position with benefits Salary - as per qualifications</p>	<p>Poste à temps plein avec avantages sociaux Salaire - Selon les qualifications</p>
<p>Job description available on website: www.campbellton.org or at City Hall reception: 789-2700</p>	<p>Description de poste disponible sur le site Web: www.campbellton.org ou à la réception de l'hôtel de ville: 789-2700</p>
<p>A signed copy of the job description must be submitted with your resume.</p>	<p>Une copie de la description de poste signée doit être soumise avec votre CV.</p>
<p>A cover letter demonstrating how your qualifications/skill set/experience match the profile sought must be submitted with your resume.</p>	<p>Une lettre de motivation démontrant comment vos qualifications/compétences/expérience correspondent au profil recherché doit être soumise avec votre CV.</p>
<p>Drop off resume at City Hall, 76 Water Street, Campbellton or mail to P.O. Box 100, Campbellton, NB, E3N 3G1, to the attention of: Job Posting: #2019-PUBLIC WORKS-MANAGER Manon Cloutier, P. Eng., CAO (Emails only accepted if you call 789-2727 to follow up) brenda.letourneau@campbellton.org</p>	<p>Déposer votre curriculum vitae à l'hôtel de ville au 76, rue Water, Campbellton ou le poster à la boîte postale 100, Campbellton, N.-B., E3N 3G1, à l'attention de: Affichage de poste #2019-TRAVAUX PUBLICS - GESTIONNAIRE Manon Cloutier, Ing., Directeur Général (Les courriels ne sont acceptés que si vous appelez au 789-2727 pour faire un suivi) brenda.letourneau@campbellton.org</p>
<p>Questions on position: 789-2727</p>	<p>Questions sur la position: 789-2727</p>
<p>Closing date: April 3, 2019 at 3 p.m.</p>	<p>Date de fermeture: Le 3 avril 2019 à 15h</p>
<p>Only successful applicants will be contacted</p>	<p>Seuls les candidats (ates) choisis(ies) seront appelés(ées)</p>

**La traduction française sera
bientôt disponible**



City of Campbellton

Job Description

**Public Works (Streets),
Mechanic Shop
and Fleet Manager**

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.

Department: Public Works (Streets)
Job Title: Public Works (Streets), Mechanic Shop and Fleet Manager
Reports to: Chief Administrative Officer
Last revised date: March 20, 2019



PUBLIC WORKS (STREETS), MECHANIC SHOP AND FLEET MANAGER

1. IDENTIFICATION

1.1	Organisation:	City of Campbellton
1.2	Department:	Public Works (Streets)/Fleet
1.3	Job Title:	Public Works (Streets), Mechanic Shop and Fleet Manager
1.4	Job status	Management - Non Unionized
1.5	Immediate Supervisor:	Chief Administrative Officer (CAO)
1.6	Last revised date	March 20, 2019

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent is responsible for all Public Works (Streets) department operations and the entire Fleet maintenance and repairs operations of the City of Campbellton. He (she) provides leadership and direction to the team and oversees all aspects of staffing, maintenance, repairs, budgets, planning and development.

2.2 Health and Safety Responsibilities

As a representative of the employer, the incumbent must demonstrate leadership in regards to the City of Campbellton's Health and Safety Program.

The Public Works (Streets) and Fleet Manager must:

- Take every reasonable precaution to ensure the health and safety of employees, contractors, clients under his supervision.
- Comply with all workplace legislation and ensure this information is readily available to the workforce.
- Ensure employees comply to all applicable legislation and the City's Occupational Health and Safety program.
- Ensure that all tools, equipment and materials used are maintained in good condition and of minimum risk to health and safety when used per manufacturer's recommendations.
- Advise employees of potential hazards related to their work.
- Provide information, instruction, training and supervision.



- Provide and maintain in good condition personal protective equipment (PPE) and ensure such equipment required by legislation is used by employees in the course of their work.
- Ensure that monthly workplace inspections are conducted for his department.
- Report incidents and accidents (as per established procedure) and participate in department related accident investigation when required.
- Comply to the Health and Safety program and bring to the CAO's attention additional procedures and policies that may be required for his department.

2.3 Tasks Profile

- Manage, direct and supervise the day to day activities of the Public Works (Streets)/Fleet department both directly and through the Working Foreman and/or Fleet Coordinator.
- Motivate staff and take care of disciplinary issues as per discipline policy and procedure.
- Plan, organize, co-ordinate and evaluate activities relating to Public Works (Streets)/Fleet programs. Identify issues relating to services, staffing, equipment and infrastructure. Working with staff, evaluate needs and formulate action plans to meet those needs.
- Prepare and administer budgets, implementing cost control measures on an ongoing basis.
- Using established purchasing practices, obtain materials and supplies as required.
- Document daily activities and maintain a good record management system in place.
- Develop and implement department's procedures as required.
- Manage department's related construction activities.
- Authorize repairs on heavy equipment and vehicles for the City.
- Prioritize and schedule repairs, maintenance and motor-vehicle inspections in consultation with other department managers.
- Provide long term planning for repairs of all equipment and vehicles.
- Participate in recruitment and selection activities.
- Carry out performance appraisals on subordinate staff.
- Participate in strategic planning for the department. In consultation with the CAO, study and evaluate department policies and procedures measuring performance and productivity to improve the efficiency and effectiveness of the operation.
- Identify applicable codes, regulations, and requirements for all activities of the department.
- Contribute to the preparation of tender documents, competency review of contractors and vendors and selection criteria for department's contracts.
- Oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.



- Respond to public or other inquiries relative to department policies and procedures.
- Respond to complaints regarding Public Works (Streets) infrastructures; evaluate situation; determine if responsibility lies with the Municipality or the property owner; explain findings to property owners; record these matters; and notify CAO if necessary.
- Provide information to administration staff regarding public service interruptions.
- Maintain regular contact with municipal engineering staff, consulting engineers, construction project engineers, contracted workforce, and the general public regarding activities and services.
- Prepare and present reports, and attend committee meetings as requested.
- Ensure department's compliance with the applicable sections of the Occupational Health and Safety Act and associated regulations.
- Conduct Safety meetings.
- Perform any other duties as assigned by the CAO.

3. AUTHORITY LEVEL

The incumbent reports to Chief Administrative Officer and maintains authority over all daily maintenance and repairs activities of the department. He (she) has wide latitude in decision making within the Street operations and under general guidance of the CAO.

4. POSITION REQUIREMENTS

4.1. Mandatory Education

- Possess a grade 12 diploma
- Possess a College or University Degree in Civil Engineering or a related field
- Equivalent combination of education and experience will be considered

4.2. Special Knowledge and skills

- Excellent supervisory skills
- Good organizational and time management skills
- Good record keeping skills
- Good computer skills (Microsoft Office)
- Must be mechanically inclined
- Must have good knowledge of construction methods and techniques used in a municipal environment
- Must be knowledgeable of Health and Safety regulations related to municipal maintenance and construction work and heavy equipment operations
- Other related trade skills will be considered valuable assets

4.3. Mandatory Requirements and Experience

- Have a valid class 5 driver's license



- Have a minimum of 10 years of experience in construction or municipal field, 5 of which shall be as a supervisor
- Have knowledge in heavy equipment mechanic and experience in decision making for heavy equipment repairs
- Be bilingual (English and French – Level 5 Intermediate High of Versant test)
- Have successfully completed a criminal background verification
- Have successfully completed a credit verification
- Have a clean driver's abstract
- Be physically fit
- Be available to work evenings and weekends

4.4. Behavioural Competencies

The Incumbent must possess the following key behavioral competencies*:

- Ambition
- Democratic
- Dependability
- Teamwork
- Multitasking
- Leadership
- Persuasion
- Coaching
- Energy, motivation and initiative
- Rules-following
- Results orientation
- Planning
- Communications
- Customer focus
- Ethic and integrity
- Stress tolerance and self-control

*As per the Work Personality Index ® test - © 2014 Psychometrics Canada Ltd. or equivalent.

5. REMUNERATION

- Salary Scale: \$52,000 to \$62,000 - Annually.
- Phone rotation compensation: 18 hours per week – on a rotation basis - at Maintenance Man hourly rate.
- Eligible to the City Benefit Package upon successful completion of probationary period.

6. HOURS OF WORK

- Regular hours: 8 am to 5 pm, Monday to Friday - 40h/w.
- Attendance to committee meetings as required.



7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS

- Combination of outdoor and office work – Year round basis.
- Garage environment - Potential exposure to fumes, sparks, etc.
- Occasional out-of-town travel for training purposes.

8. OPERATIONAL REQUIREMENTS

- Working outside of normal business hours is required – Evenings and weekends.
- Phone rotation requirements – Year round.

9. JOB DESCRIPTION APPROVAL

9.1. Departmental Level

Approved by: - Initials: _____

Title: -

Date of Approval: -

9.2. City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: March 20, 2019

10. RECEIPT BY INCUMBENT

I have received a copy of this job description

Name: _____

Signature of incumbent: _____

Date: _____