



JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS SUPERVISOR

REPORTS TO: PUBLIC WORKS MANAGER

CATEGORY: FULL TIME PERMANENT (40 hours per week)

Starting Wage: \$76,627.20 - \$90,147.20 (Under Review)

UPDATED: OCTOBER 2025

POSITION SUMMARY:

Under the direction of the Public Works Manager, the Public Works Supervisor supervises work sites and personnel, responds to deficiencies reported by the public and makes recommendations of what, if any, remedial action is required. The Public Works Supervisor documents all deficiencies found or reported and the remedial action taken and the time deficiency was repaired.

MINIMUM QUALIFICATIONS:

- A Minimum of 2 -3 years of Post-Secondary Education in a Civil Engineer Technology program or another program of similar relevance
- Minimum 3-5 years supervisory experience
- Have or willing to obtain a certified road supervisor designation
- Demonstrate knowledge of rules and safe operation of all assigned vehicles and equipment
- Considerable knowledge of truck driving techniques as applied to construction and maintenance work
- Possession and maintenance of valid Ontario Class G
- Ability to supervise workers effectively

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Microsoft Office Suite proficiency

- Demonstrated understanding of municipal operations and legislation
- Knowledge of Ontario Minimum Maintenance Standards (O. Reg. 239/02)
- Understanding of WSIB and Employment Standards regulations
- Proficiency in asset and work management systems, specifically CityWorks software
- Understanding of electronic inspection and monitoring systems
- Understanding of financial, accounting, asset management, and procurement principles
- Knowledge of winter maintenance operations and snow removal procedures
- Experience with capital construction project management
- Strong leadership and team management skills
- Excellent problem-solving and critical thinking abilities
- Strong interpersonal and communication skills
- Ability to handle confidential information with discretion
- Passion for public service and customer satisfaction
- Project management and organizational skills

KEY RESPONSIBILITIES AND DUTIES:

Safety and Compliance:

- Ensure safety regulations are followed on all job sites
- Maintain compliance with Ontario Minimum Maintenance Standards
- Conduct safety meetings and training sessions

Operations Management:

- Assist Public Works Manager in determining staff, equipment, and material needs
- Deploy workforce and resources efficiently and effectively
- Supervise activities at pits, quarries, and landfill sites
- Oversee winter maintenance operations including patrol schedules and snow removal

Asset and Work Management:

- Utilize CityWorks software for asset management and work order tracking
- Maintain accurate records of maintenance activities and asset conditions
- Submit coded work orders and monitor budgets for in-house activities
- Conduct annual, seasonal, weekly, and daily work planning

Project Supervision:

- Oversee capital construction projects and infrastructure improvements
- Liaison with consulting engineers to verify design standards
- Administer contractor activities and ensure project compliance
- Monitor project timelines and quality standards

Administrative Duties:

- Provide daily records of time and materials to Roads Clerk
- Process Entrance Permits and approvals
- Approve and submit payroll timesheets
- Conduct regular employee performance reviews
- Assist in budget preparation process

Community Relations:

- Respond to public inquiries and complaints professionally
- Representing the municipality at public meetings when required
- Coordinate with utility companies and other agencies
- Manage media relations for operational matters

Emergency Response:

- Maintain 24-hour availability for emergency situations
- Participate in weekend winter patrol shifts as necessary
- Coordinate emergency response activities

Other Duties:

- Assume temporary Public Works Manager role when necessary
- Attend training programs as designated by Public Works Manager
- Perform other duties assigned by the Public Works Manager

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Supervises:

- Lead Hands
- Driver Labor
- Waste Attendants

Other departmental stakeholders

External

Taxpayers/ratepayers, vendors, provincial ministries, Conservation Authorities, other municipalities, and agencies.

WORKING CONDITIONS:

- Combination of office and outdoor working environments
- Exposure to various weather conditions on municipal roads
- Required attendance at meetings outside regular hours
- Periods of extended sitting (3-4 hours)

- Seasonal workload variations with strict deadlines
- Physical demands of construction site supervision

HOURS OF WORK:

- Normal hours of work are Monday to Thursday (40 hours/week);
- Seasonal on-call and winter patrol duties;
- Additional hours may also be required for Council and Committee meetings, Township business, Community events, Conferences on weekends and/or evenings.

COMPENSATION & BENEFITS:

- Comprehensive benefit package
- OMERS pension plan