

TOWN OF BIGGAR



ASSISTANT PUBLIC WORKS MANAGER JOB DESCRIPTION

The Town of Biggar is looking for an experienced individual to fill the out-of-scope full-time position of Assistant Public Works Manager. This is leadership role that supports the Public Works Manager in the execution of all public works and utility departments projects, operations, and maintenance activities. The role involves staff direction and supervision. The Town of Biggar offers competitive compensation, wellness benefit, clothing/boot allowance, work-life balance and more. See below for the full job description.

Please send resume and cover letter to: cao@townofbiggar.com. Position will be posted until filled.

Role and Responsibilities - The Assistant Public Works Manager is a leadership role within the Town of Biggar organization. The position provides support to the Public Works Manager in the execution of all public works and utility departments, projects, operations, and maintenance activities. The role requires a comprehensive understanding of the utility department and its operations. Responsibilities include but are not limited to, project planning & management, staff supervision, reports to Council, and recommendations to the PW Manager.

Assistant Public Works Manager Tasks and Duties:

1. General Duties

- Serve as Acting Public Works Manager during absences, assuming managerial and administrative authority.
- Provide technical guidance, problem-solving, and operational direction to the PW Manager and field staff.
- Demonstrate leadership by promoting and supporting a culture of safety, professionalism, and positive teamwork within each department.
- Contribute to the management team through collaboration, team meetings and open communication.
- Assist in developing annual and project-specific budgets, cost estimates, and resource forecasts.

- Track expenditures and resource usage to ensure projects and activities remain within approved budgets.
- Assists with scheduling projects, coordinating daily tasks, and ensuring smooth operation of the Utility and Public Works Departments. This includes detailed project plans for non-routine activities.
- Provide monthly written report to Council in person regarding activities and projects.
- Keep a monthly record of Time in Lieu to be submitted to the CAO and Council.
- Assist in developing policies, procedures and programs for roads, sewage and waterworks, streetlights, drainage, municipal beautification projects, etc.
- Ensure all staff are adequately trained and said training is up to date. Work collaboratively with administration to ensure appropriate training is obtained for relevant staff.
- Monitor and track progress on municipal maintenance and infrastructure projects.
- Communicate with contractors, suppliers, and town staff to ensure effective project execution.
- Assist in reviewing and approving engineered drawings with Engineers and Contractors for all department construction works and assists with the preparation of tenders and contracts for various Public Works and Utility activities
- Comply with all Occupational Health and Safety legislation, including the use of personal protective equipment to ensure personnel safety
- Sit on the OH&S Committee as a manager representative.
- Respond to emergency calls on an on-call basis.
- Assist with Asset Management through the upkeep and maintenance of the GIS software.
- Oversee the Town's fire hydrant and fire extinguisher maintenance and replacement program.

2. Public Works Department

- Ensure all waste and organic pick-up schedules are effective and efficient and implemented appropriately.
- Notify the PW Manager of any repairs or maintenance that is required on equipment or infrastructure.
- Assit the PW Manger with developing standard operating procedures related to public works infrastructure.

- Maintain all service records for each piece of equipment.
- Maintain a detailed inventory list and order supplies as necessary for public work's activities.
- Operate equipment when required.
- Supervise and assist with maintaining Town grounds through mowing, fertilizing, pesticide application, etc.
- Work with and direct public works crews, ensuring all tasks and projects are completed safely and efficiently.

3. Utility Department

- Understand the operation of the Town's water utility system, including testing and reporting as may be required.
- Understand the operation of the Town's sewage treatment plant and storm sewer system, including lagoon operation and drainage.
- Supervise and collaborate with the Utility staff to ensure smooth and efficient utility department operations including any repairs or maintenance that need completing.
- Ensure all legislation and regulations are adhered to, including permits to operate.
- Assist in developing standard operating procedures and their implementation.

**All other duties as assigned.*

Qualifications: The Assistant Town Foreman shall have or be willing to obtain the following:

- 3-5 years related experience
- Level I Water Distribution
- Level I Wastewater Treatment and Collection Certificate
- Minimum Grade 12 or Equivalent
- Valid Class 5 Driver's License
- Power Mobile Equipment Certificate
- Confined Space Training
- WHMIS
- First Aid and CPR
- Transportation of Dangerous Goods License
- Must be bondable