



# **Job Opportunity**

## **Assistant Supervisor of Public Works**

*Lethbridge County is a vibrant southern Alberta community, located only an hour from the Rocky Mountains and the U.S. border. It is an agricultural hub for Southern Alberta, and a strong driver and producer for the agriculture sector. Surrounding an urban center, this Pride of the Region offers quality country living and is home to over 10,000 residents.*

Under the direction of the Supervisor of Public Works, the Assistant Public Works Supervisor will provide field leadership, supervision and technical guidance to foreman and work crews engaged in the maintenance and repair of the County's fleet, storm drainage, rural roads and hamlet streets, lanes and sidewalks with the purpose of accomplishing the goals and objectives established for the department.

Other responsibilities will include recommendations to the Supervisor and Director on policy development; capital works projects, planning, budget tracking, administration, personnel management and operational direction and compliance with legislation and industry best practice of the County's public works maintenance and functions.

### **Duties and Responsibilities**

1. Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, training and day-to-day management practices which support the County's mission and values.
2. Assists the Supervisor of Public Works in the preparation of the department budget and monitoring of expenditures.
3. Assists in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards to ensure the department is achieving County Council's vision, mission values and strategic objectives.
4. Assists in the implementation of, and compliance with, the County's Occupational Health and Safety Program as it relates to the Public Works Department.
5. Assists in implementation, data capture and utilization of the data via GIS, GPS and AVL systems and various software packages and equipment.
6. Provides input in the development of specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects.
7. Assists in the recommendation of contract awards and coordination of the review of contractor's performance, including consultants, engineers, public works maintenance and construction contractors, manufacturers and suppliers.
8. Establishes and monitors fleet performance measures and key performance indicators, benchmarking with industry practices, including workload measures, quantity measure, and quality measures and prepares summary reports for the Director on a monthly and annual basis.
9. Works with departments to determine specs for equipment approved for purchase.
10. Reviews life cycle plan and capital asset policy for vehicle replacement and update spreadsheet to calculate annual rental rates.
11. Ensures the replacement schedule for all fleet equipment is maintained and reviewed with department supervisors at the frequency required.
12. Ensures maintenance policies and procedures are developed, reviewed and adhered to.



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13. Coordinates purchase and delivery based on approved tenders.
14. Arranges and oversees equipment disposal and ensures all sales documentation is forwarded to Finance.
15. Ensures compliance for the Safety Fitness Certificate and National Safety Code. Familiar with the Safety Legislation: Commercial vehicle Certificate and Insurance Regulation (AR314/2002), Commercial Vehicle Safety Regulation (AR 121/2009), Vehicle Inspection Regulation (AR 211/2006), Vehicle Equipment Regulation (AR 122/2009), Traffic Safety Act
16. Provides back up coverage for the Supervisor of Public Works and alternate departments as required or assigned.
17. Other various duties as required or assigned.

### **Education/Training/Skills Required**

1. Diploma in civil engineering technology, and at least 3 years' experience in a public works supervisory role; or an acceptable combination of education and progressively responsible experience may be considered.
2. Must be registered or eligible for membership in The Association of Science and Engineering Technology Professionals of Alberta (ASET).
3. Previous supervisory/management experience, preferably in a rural public works and a knowledge of fleet maintenance, road rehabilitation and maintenance and drainage systems including: theory, principles, practices and techniques of public works, traffic engineering, and public works maintenance functions.
4. Should have or be working on achieving a Certified Public Works Supervisor certificate from the Alberta Chapter – Canadian / American Public Works Association (APWA).
5. Strong working knowledge and the ability to interpret explain and adhere to the requirements of Alberta Occupational Health and Safety, applicable federal, provincial and local laws, codes and regulations.
6. Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
7. Ability to analyze field engineering and maintenance issues and problems encountered on job sites and the ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action, engage supervisor or higher levels in complex decision making.
8. Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials.
9. Ability to establish and maintain effective working relationships with County Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

### **Working Conditions**

1. This position is based out of the Picture Butte Shop
2. Hours of work will be 7:00am or 8:00am-4:30pm with a 1 hour unpaid lunch, switching seasonally with unionized staff. (8 hrs. per day winter, and 9 hrs. per day summer)
3. Work is performed primarily in the field with office duties as required.



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Lethbridge County offers a competitive wage, benefit package, defined benefit pension plan and an engaging work environment.

The full job description is available under this job posting on the Lethbridge County Website.

If you are interested in this position and meet the qualifications, please apply by sending a:

- Cover Letter and Resume
- A copy of your relevant Certifications
- A 5 year Drivers Abstract

To: Lethbridge County, Human Resources

Email: [hr@lethcounty.ca](mailto:hr@lethcounty.ca)

Or

#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

Website: [lethcounty.ca](http://lethcounty.ca)

This competition will remain open until 4:00 pm on **Friday, May 5, 2017.**

*Lethbridge County thanks all applicants for their interest, however, only those selected for an interview will be contacted.*