



# Town of Fort Smith

## Job Description Director, Municipal Services

<b>POSITION TITLE:</b>	Director, Municipal Services
<b>DEPARTMENT:</b>	Municipal Services
<b>REPORTS TO:</b>	Senior Administrative Officer
<b>CLASSIFICATION:</b>	Level 33
<b>LOCATION:</b>	Town Hall

### Summary of Position

Reporting to the Town's Senior Administrative Officer, the Director of Municipal Services is a management position responsible for directing the Town's Public Works, Waterworks, and Facility Maintenance Divisions. The Director ensures that these functions are able to respond to the present and future needs of the Town by establishing practical and workable organizational and reporting structures, and clear and effective policies and procedures. The Director has ultimate responsibility for management and reporting of the operational budgets of these functions to ensure high quality services are provided to the community. The Director will provide recommendations to assist with Capital and Operational budgeting. The Director is responsible for accomplishing departmental goals and objectives within the guidelines established by Town Council and in accordance with Federal and Territorial legislation. The Director will assist the Town's Senior Administrative Officer as needed.

### Outline of Duties

#### 1. Directs the Department by:

- the formulation, development and administration of programs, policies, and procedures to ensure the objectives are met;
- ensuring that the department operates within the Town's general goals and objectives;
- reviewing the implementation of plans and procedures, and monitors and evaluates results;
- meeting regularly with staff to review ongoing activities;
- planning, organizing, directing and monitoring staff;
- establishing performance requirements and personal development targets for staff;
- regularly monitoring performance of staff; providing recommendations on improvement; and making decisions on compensation to reward performance;
- taking disciplinary action, up to and including suspension to address performance deficiencies in accordance with the collective agreement;
- providing leadership and works with departmental staff to develop and retain highly competent, customer service oriented staff;

- monitoring trends and making recommendations within the areas of responsibility to ensure the Town remains current and takes a proactive approach to municipal service delivery;
- maintenance of accurate records for this department.

**2. Directs the development and control of the annual departmental capital and operational budgets by:**

- monitoring the budgets of the divisions;
- reviewing with staff the requirements of past and future objectives and activities of divisions;
- advising on cost saving methods and procedures;
- ensuring efficient distribution and use of available financial and human resources;
- participating in the Town's capital planning process.

**3. Directs the operations of the department's divisions by:**

- ensuring that the road maintenance program including snow removal, and road maintenance and repair is carried out effectively;
- ensuring that the sidewalk system is maintained in a good state of repair including snow removal;
- ensuring that all landfill operations are carried out in compliance with local, territorial & federal environmental legislation and that the landfill site is maintained in keeping with such requirements;
- managing all municipal garbage pickup and disposal services;
- managing and directing the maintenance of all Town facilities including outdoors venues, vehicles, equipment and other infrastructure
- managing and directing the security of all Town facilities;
- maintaining a works management system for the Town's assets;
- maintaining an inventory management system for the Town's assets;
- overseeing the operation of the municipal cemeteries including grave locations including proper mapping of cemeteries, grave digging, general upkeep and aesthetics;
- ensuring that the operations of the Waterworks division are carried out in an effective and efficient manner in accordance with all local, territorial & federal legislation to maintain the distribution of water and the collection & treatment of wastewater;
- ensuring that the operations of water plant continue to produce safe potable water in accordance with license requirements and all health regulations;
- ensuring that the operations of the lagoon continue to meet all environmental & health requirements and regulations;
- Ensuring proposal calls, tenders and other minor purchasing and capital procurements for the Department are carried out in accordance with Town policy;
- liaison with outside consultants, architects, planners, engineers, and government and industry officials with regards to this department's work;
- ensuring compliance with safety in the workplace legislation;
- coordinating training relating to safety in the workplace legislation;
- coordinating professional development of staff under his direction;
- ensuring reports required by governmental legislation and for other agencies are prepared and completed in accordance with requirements and to meet deadlines.

**4. Represents the interests of the Department at the Senior Management Committee (SMC) by:**

- reporting to the Town's Senior Administrative Officer on ongoing activities of the functions under incumbent's direction;

- effectively communicating human, financial and other resource requirements at SMC meetings;
- ensuring inter and intra departmental relationships are recognized with regard to new and ongoing projects and programs;
- coordinating the communication of decisions to appropriate staff effectively and expeditiously;
- providing follow-up as required to both the SMC and staff concerned.

**5. Carries out such other duties related to the position as may be assigned by the Town's Senior Administrative Officer.**

## **Positions Supervised**

The Director is responsible for:

- the direct supervision of the Supervisor of Works , Supervisor of Facilities, Supervisor of Waterworks , and overall supervision for all employees of the Department to ensure that the day-to-day functions of these positions are fulfilled;
- preparation of employee evaluations annually as required;
- responsible for any corrective disciplinary action up to and including suspension.

## **Responsibilities**

- The Director provides managerial support, assistance and constant monitoring of the delivery of municipal services that are vital to safety and health of the community
- Decisions made by the incumbent can and will affect the delivery of such services by the Town. Errors in judgment may jeopardize the health of the community and result in serious problems of a current and/or long-term nature for the Town and its elected officials.
- This position is a key member of the Town's SMC in which the incumbent makes recommendations to the Town's Senior Administrative Officer with respect to the functions under the Director's responsibility.

## **Contacts**

- The Director has regular contact with the staff under this department, the Senior Administrative Officer and provides support to the Mayor, the Municipal Services Committee and Town Council.
- The Director is also required to communicate regularly and effectively with citizens of the community, officials of other levels of government and the financial community.
- The Director must be aware of public opinion within the community and be able to respond to controversial issues. Financial decisions can and will impact upon the community as a whole and on the image of the Town. Decisions are made with awareness of the effect on the public and appropriate alternatives evaluated within these criteria.

## **Work Environment**

- Management and work problems encountered are frequent and complex requiring a high degree of research and analysis. A high degree of financial and operational analysis is involved. Non-routine and multi-disciplined problems must be solved at this level by research and reference to various sources of information and the preparation of detailed briefs and recommendations taking into consideration the interpretation of the financial, operational and political impact of alternatives.
- The Director will spend long hours sitting and using office equipment and computers that may cause muscle strain. The Director is located in a busy office and will be faced with constant interruptions and must meet with others on a regular basis. As well, the director will be required to carry out site inspections throughout Town facilities and job sites that may involve being outside in inclement weather. There may be hours spent in meeting with and supervising staff in various Town facilities including, but not limited to, the land fill, sewage lagoon, water plant and garages. Long hours will be spent in intense concentration and on the computer conducting financial analysis and preparing detailed reports that require attention to detail and high levels of accuracy. The Director must meet deadlines and will have to manage a number of requests and situations at one time.
- Because of the nature of the Director's responsibilities and as well as the requirement for attendance at meetings of Council, committees and the SMC where privileged and confidential information may be discussed, a high degree of discretion and judgment must be exercised at all times especially when dealing with personnel information and when making statements to the public and the media. Objectivity and sound, knowledgeable judgment is required in order to provide accurate and consistent advice.

## **Knowledge, Education and Experience**

- This position requires a comprehensive knowledge of municipal government particularly in the areas that are under the position's direction. It also requires experience in the management of a number of diversified programs, services and functions.
- Project management training and experience is an asset.
- Strong communication and managerial skills are required.
- Experience with computer software programs such as Microsoft Office, AutoCad, map reading/GPS programs, works management programs, and inventory management programs.
- The incumbent must be able to demonstrate excellent leadership skills, interpersonal skills, analytical & problem solving skills, contract management skills, team building skills and attention to detail and high level of accuracy.
- The incumbent must have a demonstrated knowledge and ability to prepare and manage budgets and financial information.
- The incumbent must have an understanding of the northern cultural and political environment.
- This knowledge is normally gained through a minimum of 5 years directly related, progressively more responsible experience in a municipal public works setting. A degree or diploma in civil engineering would be an asset. Equivalent education and experience will be considered.
- Current Class 5 Driver's License
- Current Standard First Aid and CPR

➤ Successful Criminal Records check

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_  
Senior Administrative Officers

\_\_\_\_\_  
Date



## TOWN OF FORT SMITH

### Director of Municipal Services Full-time Indeterminate

The Town of Fort Smith is seeking an innovative leader who will invest in both our team and our community to provide the highest level of services.

The Director of Municipal Services reports to the Senior Administrative Officer and is responsible for directing the Town's Public Works, Waterworks, and Facility Maintenance Divisions. The Director will directly supervise the Public Works Foreman, the Supervisor- Waterworks, and the Facilities Supervisor. The incumbent will collaborate with the SAO and other members of the senior management team in developing operational and capital budgets, human resource activities, and capital projects.

The full job description is available on the Town website at [www.fortsmith.ca](http://www.fortsmith.ca).

Ideally the successful candidate will hold the following qualifications:

- Comprehensive knowledge of municipal operations as it relates to the areas of under the position's direction,
- A minimum of 5 years directly related, progressively more responsible experience in a municipal public works setting,
- Completion of an undergraduate degree or diploma civic engineering would be an asset. Equivalent education and experience may be considered,
- Proficiency in program administration, management, and delivery;
- An understanding of relevant legislation, policies and procedures,
- Experience in human resource management in a unionized environment;
- Understand the roles and responsibilities of a Town Council;
- Leadership and management skills;
- Strong planning, communication, decision making, and problem-solving skills;
- Strong sense of ethics and confidentiality;
- Highly proficient computer skills including word processing and spreadsheets, AutoCad, ,map reading/GPS programs, and works management and inventory management programs,
- Northern experience and understanding of northern culture and political environment;
- Valid NWT class 5 driver's license, and
- Satisfactory Criminal Record Check.

**Salary & Benefits:** Pay Level 33 (\$106,953.76 to \$125,516.35), Northern Allowance of \$7,715.79 and benefits, based on a 37.5-hour work week.

**Deadline:** September 16, 2022 at 3pm local time

Only those applicants selected for an interview will be contacted.  
Resumes may be kept on file for future consideration.

Please forward applications to:

Cynthia White, Senior Administrative Officer  
Town of Fort Smith  
P.O. Box 147  
Fort Smith, NT X0E 0P0  
Ph: 867.872.8400  
Email: [reception@fortsmith.ca](mailto:reception@fortsmith.ca)