

Job Description

Public Works Lead

Job Title:	Public Works Lead
Job Type:	Full-time; Salaried (up to 40 hours/week)
Reports To:	Public Works Manager

Job Purpose

The District of Carleton North's **Public Works Lead** is responsible for supporting the Public Works Manager (PWM) with the day-to-day operation and maintenance of the district's public works infrastructure. This includes operation and maintenance of municipal roads and related infrastructure, overseeing all water and wastewater systems, drainage management, and operation of solid waste systems.

The incumbent carries out a wide range of operational and technical duties and ensures all work is performed safely, efficiently, and in compliance with applicable regulations and standards. This position plays a critical role in maintaining and enhancing infrastructure that serves the community, directly contributing to the quality of life for residents and visitors, while demonstrating a strong commitment to public service, safety, and environmental stewardship.

Duties and Responsibilities

The following are the primary duties and responsibilities of the Public Works Lead. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the PWM as needed.

- Conduct daily inspections of the water system and each of the four wastewater collection sites to ensure all equipment is operating properly.
- Maintain complete and accurate records of water and wastewater inspections (blowers and lift stations) and sampling/testing, and compilation into a yearly report.
- Perform general maintenance of the water and wastewater collection systems.
- Perform vegetation management of lagoon and berm areas, ensuring they are clear of any debris and overgrowth.
- Assists with operation, maintenance, and monitoring of public works infrastructure, including storm drainage systems, roads, sidewalks, and municipal signage.
- Perform water meter readings for residents quarterly.
- Works collaboratively with other staff to conduct work efficiently, effectively and in a manner that optimizes available resources.
- Supports the maintenance of municipal facilities, buildings, grounds and equipment as needed.
- Assist with set-up and tear down of various community and private events.

Assists with other technical and administrative duties as required.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- 2-5 years of experience working within public works operations.

The following job certifications, diplomas or memberships are also required to perform the job:

- Valid, Class 5 New Brunswick Driver's License.
- Criminal Record Check.
- Clean Driving Abstract.
- Standard First Aid and CPR Certificate are assets.
- WHMIS (Workplace Hazardous Materials Information System) Certificate an asset.
- Confined Space and WATCM (Work Area Control Manual) training an asset
- Willingness to take course(s) related to water and wastewater systems required.

Knowledge, Skills, and Abilities

The following knowledge, skills and abilities are required:

- Knowledge of occupational hazards and relevant Occupational Health and Safety regulations.
- Knowledge of employee policies and procedures and safe work practices.
- Ability to operate a variety of light equipment such as Skid-Steer Loader, Backhoe, Mini Excavator, Lawn Tractors, etc.
- Skill in using office equipment; copiers, computers, and software, including Microsoft Office programs.
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and seek clarity in ambiguous situations.
- Client service orientation, including the ability to consistently welcome visitors in a friendly and helpful manner and respond appropriately to their inquiries, requests, and complaints.
- Attention to detail and ability to maintain high standards to ensure a clean, safe, healthy, and attractive environment.
- High degree of discretion and an ability to maintain confidentiality.
- Flexibility, including adapting to work effectively within various situations and with various individuals or groups.
- Planning and organizational skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.

Working Conditions

In the event of emergencies due to equipment failure, weather conditions, accidents or other incidents, the incumbent may have to work long hours to resolve problems. While performing duties, the incumbent may be required to use tools and operate equipment and vehicles that must be handled with safety and caution to avoid the risk of accident or injury.

Physical Requirements

The incumbent must be physically fit as some heavy lifting and continuous periods of walking or standing will be required. Safety footwear is always required at the workplace. Hearing protection is required while performing tasks where excessive noise levels are experienced. Safety glasses are required when performing tasks which can damage the eyes.

Hours of Work

The incumbent is required to work Monday through Friday and a rotational weekend schedule to cover operational needs. Schedules are determined by the needs of the District which may include occasional weekends and/or statutory holidays if deemed necessary by the CAO. In emergencies, they may be required to adjust hours accordingly or to participate in an after-hours coverage schedule (as specified in the Human Resources Policy Manual).

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and accepted the duties and responsibilities assigned to this position.	I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.
Signature (Employee)	Signature (Supervisor)
Printed name	Printed name
Date	Date

Approved by Chief Administrative Officer:	
Printed Name:	
Date:	