



DIRECTOR OF PUBLIC WORKS JOB DESCRIPTION

Reports to:	Chief Administrative Officer
Direct Reports:	Public Works Supervisor
Salary Range:	\$63,835.20 - \$73,250.89
Revised Date:	November 2025

Position Details

1) PURPOSE AND OBJECTIVES

- A. To provide management in the repair, maintenance, and improvement of the Town of Oxford's infrastructure, including but not limited to, buildings, equipment, roadways, sidewalks, water and sewer systems, parks and grounds, and public facilities.
- B. To manage the Public Works Department in accordance with statutory and regulatory guidelines, Town bylaws and policies and within budgets approved by Council.
- C. To provide leadership and supervise the Public Works Department.

2) EDUCATION/ QUALIFICATIONS

A. Education

- 1) High School Diploma or equivalent GED. Post-secondary education in engineer/public administration or related programs is preferred.
- 2) Three to five years of related municipal or engineering consulting experience to municipalities, including: road construction and maintenance, water and sewer line construction and maintenance, fleet and facilities management.

B. Qualifications

- 1) Qualified in Class II Water Distribution, Class I Wastewater Treatment, and good working knowledge of SCADA systems is preferred
- 2) Qualified in Emergency First Aid, Cardiopulmonary resuscitation (CPR) and Workplace Hazardous Material Information System (WHMIS).
- 3) Valid Class 5 Drivers license.



C. Skills/Knowledge

- 1) Demonstrate good working knowledge of design, construction and installation of collection and treatment of wastewater and water systems, construction and maintenance of buildings and projects related to streets, sidewalks and other municipal infrastructure.
- 2) Strong management and interpersonal skills, with the ability to use tact, diplomacy, and mature judgment.
- 3) Ability to work with minimal supervision and direction.
- 4) Ability to manage time effectively and meet deadlines.
- 5) Experienced in maximizing productivity through the delegation of work to others.
- 6) Display a helpful demeanor and positive attitude while dealing with the public.
- 7) Ability to act as a positive role model, ability to remove barriers and solve problems across teams and departments.
- 8) Ability to communicate in a clear, concise and effective manner both orally and in written correspondence.
- 9) Excellent organizational skills and ability to multi-task several projects.
- 10) Possess computer skills suitable for the preparation of reports and other duties of the position.
- 11) Experience using GIS a benefit but not currently required, plan to have GIS set up in the future
- 12) Ability to manage/coordinate municipal employees, contractors and all personnel associated with the Public Works Department.
- 13) Knowledge of current municipal practices and standards.
- 14) Knowledge of Nova Scotia Occupational Health and Safety programs.
- 15) Skills managing budget for capital projects and maintaining operating budget for Public Works Department.
- 16) Knowledge of and experience with updating asset management database.

3) HOURS OF WORK/ SALARY AND BENEFITS

This is a 40 hours a week, Monday to Friday, 8:30 AM to 4:30 PM, position that also includes recognition of need to be on call when required. Overtime hours included in annual salary are expected to be incurred in carrying out the duties and responsibilities associated with the position. Salary and benefits package for the position shall be in accordance with Town



policies and procedures.

4) MANAGEMENT RESPONSIBILITIES

- 1) Attend Council and Committee of the Whole meetings when required by the CAO, or when requested by Council to give reports on Public Works matters and other issues being considered.
- 2) Participate and attend applicable Committees of Council meetings – i.e. Source Water Protection.
- 3) Prepare and manage the financial and physical resources available, to enable the preparation of the annual Operating and Capital Budgets.
- 4) Manage the Operating and Capital budgets approved for Public Works in accordance with policies and procedures set out by the Town. Including tendering of materials and equipment.
- 5) Update and review Asset Management Database on a regular basis
- 6) Make recommendations to the Asset Management Committee for improvements, replacements and changes to infrastructure and service delivery where deemed appropriate, including costing impacts expected as part of budget reallocations/preparation process.
- 7) Engage with members of the public, council and other departments and levels of government in a professional manner, cultivating a positive image of the municipality's administration.
- 8) Responsible for the security of Town properties.
- 9) Provide management to all staff assigned to Public Works.
- 10) Hire, dismiss, and discipline seasonal employees reporting to the position. Discipline full-time employees. Give recommendations on the employment and dismissal of full-time employees, in accordance with Town policies and procedures.
- 11) Approve and monitor all employee sick time, overtime, vacation time etc.
- 12) Prepare annual performance appraisals on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with Town policies and procedures.
- 13) Prepare monthly reports for CAO and for presentations to Council.



- 14) Prepare and recommend training requirements for Public Works for future year's budget.
- 15) Review existing policies and make recommendations on changes and any policies that may be needed for services for which the position is responsible. Implement policies approved by Council for services for which the position is responsible.

6) CONTACTS

The Director shall maintain the following contacts:

- 1) Maintain good public relations in dealing with citizens at large, particularly in matters dealing with Public Works, but also in matters pertaining to Town operations in general, including other Departments.
- 2) Keep informed of developments in the field of Public Works, analyze, and report on the effectiveness and efficiencies or benefits of those developments and make recommendations.
- 3) Liaise and maintain good working relationships with asset management and engineering consultants and contractors performing work for the Town.
- 4) Confer with Provincial, Federal, other local Municipal authorities and Consultants on regulations, procedures and practices relating to the Public Works Services of the Town.
- 5) Attend seminars, conferences, courses and meetings which relate to Public Works, subject to budget appropriations, so as to broaden knowledge of, and keep up to date on improvements to systems and procedures relating to Public Works.

7) APPOINTMENTS

- 1) Serve as Town Engineer as required by the *Municipal Government Act* to carry out that position's responsibilities when required, in accordance with Provincial Statutes and Town bylaws and policies.
- 2) Serve as Water Utility Overall Direct Responsible Charge.
- 3) Serve as Waste Water Overall Direct Responsible Charge.

8) SPECIFIC DUTIES AND RESPONSIBILITIES

- 1) Direct and supervise repairs and maintenance of the street and sidewalk, sanitary and storm sewer and water systems of the Town, including buildings and grounds related to the above.
- 2) Direct and supervise repairs and maintenance to Public Parks and Recreation Facilities,



and related equipment, working in coordination with the Director of Recreation and Community Development to ensure facility readiness for uses scheduled.

- 3) Hold and maintain a valid Operator Certificate of a minimum of Class II in Water Distribution & Water Treatment.
- 4) Ensure Terms and Conditions of the Town's Water Withdrawal and Distribution Approvals to Operate are met and that the water utility remains in compliance.
- 5) Ensure operators are certified as per NSE requirements, water supply and system are safe, water testing meets required parameters, and the water system is well documents.
- 6) Provide any reports required from time to time from NSE, including the Annual Report as per the Approval to Operate to NSE.
- 7) Ensure required operating and/or water withdrawal approvals are in place and kept current; including the preparation of filing of any new/renewal applications with NSE.
- 8) Hold and maintain a valid Operator Certificate of a minimum of Class I in Wastewater Collection and Wastewater Treatment.
- 9) Ensure operators are certified as per NSE requirements, the wastewater facility and collection system are maintained and well documented and there is effective separation of storm water from the sanitary wastewater collection system.
- 10) Ensure the implementation and maintenance of safe work practices in the workplace, encouraging Occupational Health and Safety (OH&S) procedures in the department. Ensure appropriate training on safety practices and OH&S procedures is supplied to employees of the Department, including these requirements in the annual budgets to be presented to the Chief Administrative Officer.
- 11) Update Asset Management Database
- 12) Prepare an annual report of Public Works activities for the year, including observations, comments and recommendations on the various facilities, infrastructure and staffing requirements for effective service provision.
- 13) Maintain sufficient information so as to enable the preparation of annual budgets, in order to ensure sufficient funds are provided for the operation of the various systems, related plant and equipment and staffing needs of the department.
- 14) Oversee all capital improvement/addition projects, ensuring proper materials, engineering techniques and resources are employed for successful completion of the project in an effective and efficient manner.
- 15) Oversee the valuation of data and management of the Town's asset management program.



- 16) Ensure all plans and records of the Town are updated, to accurately reflect any changes, additions or deletions in all system infrastructures.
- 17) Provide appropriate specifications for the tendering of materials and equipment for capital requirements; act as purchasing officer for operational requirements of services for which the position is responsible, all in accordance with the purchasing practices and policies of the Town.
- 18) Maintain accurate records of inventory systems for the department, providing timely reports on inventory used, and on hand when requested.
- 19) Maintain an excellent working knowledge of Nova Scotia regulations pertaining to Safety, Environmental, Transportation and Nova Scotia compliance Motor Carrier.
- 20) Any and all other duties and responsibilities relating to the Director's position and the services in their charge.

Approved by:

Linda Cloney, CAO

Date