

Job Information

Job Title	Assistant Supervisor- Street Operations	C241 PG 17	
Title of immediate supervisor	Supervisor- Public Works		
Department/Division	Public Works		
Prepared by	N. Pallan		
Date Created	Oct 13, 2017	Revised date	
Dept Head Signature	Originally signed by Harley Machielse	Date	Oct 16/2017

Job Purpose

Supervises, oversees and participates in the work of skilled, semi-skilled and unskilled workers performing operational tasks within Public Works. Maintains operations by ensuring effective work schedules, assisting and supporting employees in their duties and performing specialized and technical work.

Illustrative Duties and Responsibilities

- Plans, assigns, supervises, co-ordinates and assists in the work of employees engaged in service delivery, repair, maintenance and construction of public works infrastructure.
- Provides advice to Engineers, Technicians and the public on Public Works infrastructure and Municipal Services.
- Liaises with private contractors, homeowners, inspectors, engineering and other departments regarding problems and solutions.
- Assembles, analyzes and interprets data related to various special projects within Public Works.
- Coordinates and assists in responses to weather related emergencies, infrastructure or asset failures.
- Requisitions materials and equipment required for the jobs undertaken.
- Responds to and investigates complaints from the public, engineering, risk management, development or parks departments and initiates corrective action.
- Ensures the safety of work crews and the public by enforcing all appropriate municipal and W.C.B. safety standards.
- Coordinates and participates in Section safety program including A/I investigations, safety risk assessments, and safe work practices to support COR.
- Coordinates and participates in pre-planning sessions for capital, maintenance and section projects.
- Assists in the preparation of cost estimates for planned and future section projects.
- Records and maintains a variety of data and information to track assets and operations.
- Prepares electronic and paper reports, performs data entry and composes email and other correspondence.
- Assists in the preparation of employee performance evaluations.
- Assists with coordination of annual training programs
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in Business Administration, Certified Public Works Supervisor Program or another college, Technical School or University.
- Four years of applicable industry and technical experience with three years of relevant supervisory experience.
- An equivalent combination of education and experience may be considered.
- Courses relating to supervisory skills training.
- Courses related to the BCMSA Supervisors Safety Certificate Program.
- Occupational First Aid Level I Certificate.

- Experience in project management including planning, budgeting, cost estimating and scheduling.
- Eligible for registration with ASTTBC as an associate member or with PWABC as a CPWI.
- Municipal Pavement Certificate or equivalent.
- Snow and Ice Certificate or equivalent.
- Valid Class 3 BC Driver's Licence with air brake endorsement.

Physical Requirements

Sufficient physical strength, stamina and coordination to permit performance of heavy manual work.

Working Conditions

Work is performed both in an office environment and outside in all weather conditions.