



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 03-2010

**BEING A BYLAW OF THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
IN THE PROVINCE OF ALBERTA, TO AMEND
BYLAW NO. 08-2007 DESIGNATED OFFICER BYLAW**

WHEREAS it is deemed desirable to amend Bylaw 2007-08 to include the designated officer position of Public Works Supervisor.

THEREFORE the Council of the Municipal District of Spirit River No. 133, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** Schedule "D" is added in its entirety to Bylaw No. 08-2007 as attached to this Bylaw 03-2010

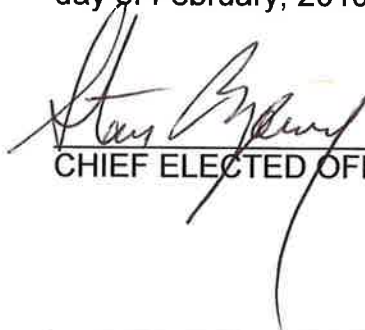
2. **THAT** This Bylaw shall come into force and take effect upon the Third and Final reading thereof:

READ A FIRST TIME this 8th day of February A.D., 2010

READ A SECOND TIME this 8th day of February A.D., 2010

READ A THIRD AND FINAL TIME this 8th day of February A.D., 2010

SIGNED by the REEVE and the CHIEF ADMINISTRATIVE OFFICER this 8th day of February, 2010.



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

BY-LAW NO. 03-2010

SCHEDULE "D"

POSITION DESCRIPTION

The Public Works Supervisor is subject to the supervision of and accountable to the Chief Administrative Officer (CAO). The Public Works Supervisor is responsible to assist in program planning respective to Public Works and to coordinate and oversee all the functions and activities carried out within the Public Works Department.

QUALIFICATIONS, ABILITIES, AND SKILLS

The Public Works Supervisor shall have extensive knowledge and experience in road construction and maintenance; and should have the ability to operate and maintain the heavy equipment used by the Municipal District. The Public Works Supervisor must have the ability to communicate well, in oral and written form, and must be able to train and supervise others. This position should also possess, or be able to obtain a Class 1 Operator's license. Computer literacy skills and office experience is desirable. Ability to meet deadlines is important.

TYPICAL DUTIES

1) Management and Direction of Public Works Department

The Public Works Supervisor:

- a. has a responsibility to manage and direct the activities of the Public Works Department and to carry out annual programs, projects, and directives received from the CAO on request of the Council;
- b. is responsible for the maintenance of Public Works equipment and buildings;
- c. is responsible for the recruitment, training, and management of Public Works employees, providing employee orientation for new employees;
- d. will conduct all disciplinary action in accordance with the Union Collective Bargaining Agreement and the Management Policy; and will report any disciplinary action of employees to the CAO;
- e. is responsible for the operation of the Municipal gravel pit;
- f. is occasionally required to operate equipment;
- g. is responsible to perform any other duties deemed necessary by the CAO.

- h. shall attend and provide reports for regular council meetings.
- i. shall be available for flexible hours as required due to the weather.

2) **Purchasing of Supplies and Services**

The Public Works Supervisor is responsible for purchasing necessary materials and supplies for the Public Works Department.

3) **Budget Control**

The Public Works Supervisor is responsible to provide input and advice in budget planning and is responsible for program implementation in accordance with the annual budget allocations.

4) **Public Inquiries/Complaints**

The Public Works Supervisor is responsible to respond to public inquiries and complaints investigate the validity of the complaints; and determine a course of action or prepare a recommendation to the CAO.

5) **Public Relations**

The Public Works Supervisor has an obligation to promote good public relations with the general public; employees of the Municipal District of Spirit River No. 133; and other government agencies and departments.

6) **Safety and emergencies**

- a. The Public Works Supervisor is responsible to advocate safe operations and follow all legislative requirements for the operations of the Public Works Department; and on occasion, may have to respond to emergency road and infrastructure care;
- b. The Public Works Supervisor is responsible to participate in, organize, and schedule regular safety meetings.

7) **Activities**

The Public Works Supervisor is responsible for, but not limited to, the following functions within the Public Works Department: brushing; mowing; equipment maintenance; culvert installations and extensions; snowplowing; road maintenance; dust control; grading on private property; gravel program.



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER