



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1053

CATEGORY: Management & Organizational Functions

ROLE DESCRIPTION **SUPERVISOR OF SAFETY & MUNICIPAL UTILITIES SERVICES**

Under the general direction of the County Manager, the Supervisor of Safety & Municipal Utilities Services plans, coordinates and supervises the activities of the County's Safety & Water and Sewer Utility Departments, and provides technical and professional advice to the County Manager and County Council on all proposed capital projects and on the general operation of the two departments. The position also involves a high degree of public relations and/or service to the public as well as financial accountability and reporting related to the areas of responsibility.

Position Responsibilities

Under the general direction of the County Manager, the Supervisor of Safety & Municipal Utilities Services is responsible for:

a) GENERAL

- Providing technical and analytical expertise to Senior Management and Council, and acting as a Liaison with various government departments as required, with respect to the Safety & Water and Sewer Utility Departments.
- Providing supervisory functions to all full-time, contract and casual workers within the Water & Sewer Utility Departments with duties to include assigning tasks, employee performance evaluation, employee discipline, staff development and training, review and approval of time sheets, holiday schedules, and other personnel items related to the department staff.
- In consultation with the County Manager, making decisions regarding the recruitment, selection, and dismissal of permanent full-time staff and contractors for the Water & Sewer Utilities & Safety functions of the County.
- Ensuring that actions and procedures undertaken by the Safety & Water and Sewer Utility Departments comply with current County policies and pertinent Provincial and /or Federal legislative and/or regulatory requirements.
- Ensuring that excellent Public Relations are maintained by responding in a professional manner to all inquiries and complaints related to the Safety & Water and Sewer Utility Departments operation and that all staff display a good public image.

Effective

Policy Date: 04/09/14

Reference: Res. # 04-555

Revision: Res. #06-460



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SUPERVISOR OF SAFETY & MUNICIPAL UTILITIES SERVICES (Continued . . .)

- Interpreting, formulating and enforcing all legislation, regulatory County policies and preparing annual budgets and long term plans for all areas of responsibility and to make sound financial management and administrative recommendations to the County Manager and to Council.
- Submitting activity reports as required by the County Manager.
- To assist in preparation of annual budget estimates and long range plans for all areas of responsibility.
- Approval of all invoices for the respective departments and Coding of same.
- Approving all purchases for the respective departments which are provided for in the current operating budget.
- Job orientation of all new County employees, reporting to the Supervisor of Safety & Municipal Utilities Services.
- Acting as Administrative Officer for the Athabasca Airport Board.
- Other duties as required by the County Manager.
- Accident investigating and reporting.

b) UTILITIES - WATER & SEWER

- Supervising and overseeing the overall operation and maintenance of the municipal water and sewer facilities that are under the County's jurisdiction.
- Developing and implementing maintenance programs for all Municipal Water and Sewer Utility Facilities, as well as investigating the efficiencies of existing utility systems and make recommendations for necessary upgrading, considering all financial implications.
- Ensuring that up to date as-builts, site plans, and records related to municipal water & sewer facilities are available.
- Ensuring that appropriate reporting to provincial government departments with respect to municipal water and wastewater licenses takes place.

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c) SAFETY

- Acting as Chairman for the Joint Health & Safety Committee.
- The planning and implementation of general safety requirements for County Employees.
- Continual development of the Safety Handbook and Safe Work Practices, as required by legislation, for use by all County employees, and ensuring that all employees are adequately informed of same.
- The planning and implementation of general safety requirements for County Employees, contractors & equipment.
- Coordinating Departmental and Project safety meetings on a scheduled basis.
- Facilitating the resolution to requests arising out of safety meetings in consultation with the County Manager.
- Completing reports as required for near miss, accidents, and incidents.
- Coordinating safety courses and safety training for County employees.
- Compiling and reviewing as required, the WHMIS, TDG, any other legislation manuals & workbooks, and reviewing the material annually.
- Completing presentations for various safety program components.

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