



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1055

**CATEGORY:** Management & Organizational Functions

### **ROLE DESCRIPTION** **DIRECTOR OF INFRASTRUCTURE SERVICES**

Under the general direction of the County Manager, the Director of Infrastructure Services plans, coordinates and supervises the activities of the County's Infrastructure Services & Public Works Department, 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 Director of Infrastructure 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 Infrastructure Services and Public Works Departments.
- Providing supervisory functions to all full-time, contract and casual workers with the Infrastructure Services and Public Works 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 Public Works & Infrastructure functions of the County. In addition, is authorized to recruit, hire & dismiss seasonal and casual workers for the Public Works & Infrastructure functions of the County.
- Ensuring that actions and procedures undertaken by the Infrastructure Services and Public Works Department 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 Infrastructure Services and Public Works Departments operation and that all staff display a good public image.

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Effective

Policy Date: 95/08/15

Reference: P# 11106, 02-429

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### Director of Infrastructure Services - Role Description (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.
- Acting as the County Landman by arranging for all land purchases, general releases, and easements in accordance with County Policy as required by the County and to provide all agreements to ensure correct payment is issued on a timely basis, and documentation regarding agreements are in place.
- Assisting with various aspects of road closure procedures, transfers in land, caveats, withdrawing of caveats, and other tasks relating to the processing of documents used in dealing with the Land Titles Office.
- 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.
- Other duties as required by the County Manager.

#### b) **PUBLIC WORKS**

Supervising and overseeing the overall operation of all construction, maintenance, gravelling and operation of the County of Athabasca No. 12 Local Roads by:

- Ensuring that all projects carried out by the Public Works Department have Council approval, are completed on a timely basis, comply with County Standards and are within budget.
- Assisting Council in identifying road maintenance and road construction priorities and standards.
- Ensuring that all resources (Human and Equipment) available to the Public Works Department are used most economically and in accordance with County Policy; this would also include available contracted services.
- Provide technical advice regarding construction techniques, engineering requirements, cost estimates, and schedules for consideration for construction projects being considered by County Council.
- Developing specifications and tender documents for construction and maintenance projects as directed by Council.

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### Director of Infrastructure Services - Role Description (Continued . . .)

- Administering contracts with respect to contractor payments, holdbacks, etc.
- Acting as a Liaison with consultants and engineers hired by the County for various projects.
- Coordinating and directing the tasks to be performed by Infrastructure Services and Public Works Technologists as required by the County Manager, and County Council, or other Departments that they pertain to, gravel x-sections, engineering and drainage profiles, drafting legal surveys, plan surveys, bridge inspections, gravel searches, gravel testing, soils identification, and obtaining of Preliminary Agreements, General Releases and Easements.
- Acting as Liaison with the legal Survey Company contracted for the preparation of legal survey plans.
- Reviewing and approving log, gravel, oil & gas related, & other truck haul routes on County roadways.
- Assisting in the preparation of Public Works Agendas.

#### c) UTILITIES

Supervising and overseeing the overall operation and maintenance of all cemeteries and waste management facilities that are under the County's jurisdiction. Reviewing utility plans and utility requests (gas, oil, power, telephone) and performing liaison functions between consumers, contractors, engineers, and local authorities to ensure that no conflict exists in the construction of utility system with local ratepayers, government regulations, agencies, other utility companies and County Policy by:

- Ensuring that all utility line moves are coordinated with construction projects undertaken by the County.
- Dealing with all requests to pipeline crossings, well site accesses, requests to construct approaches, seismic operations and the use of road allowances by various oil and gas exploration and distribution companies.
- General correspondence with utility companies related to approval for service installations.
- Ensuring that up to date as-builts, site plans, and records related to cemeteries are available.
- Liaison with the Athabasca Regional Waste Management Commission with respect to the Commission operations related to County waste management facilities.

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