



THE CORPORATION OF THE
Township Of Pelee

JOB DESCRIPTION

Position Title: Operations Manager

Reports To: Township Administrator & Clerk

Purpose:

Reporting to the Township Administrator & Clerk, the Operations Manager is part of the Senior Management Team that is responsible for the overall management of the Township's services and effective administration, overseeing Roads, Environmental Services, aspects of Parks & Recreations as well as the Airport, along with managing municipal building and facilities maintenance. The Operations Manager will direct and manage resources, develop, manage and monitor budgets while ensuring compliance with all applicable Acts and Regulations including the Occupational Health and Safety Act.

Responsibilities:

- Liaise with Public Works staff daily to ensure necessary tasks are being completed;
- Act as the direct report for all Public Works positions, including but not limited to, the positions of Lead Hand / Equipment Operator, Equipment Operator, Parks and Recreations Lead, Environmental Services Lead, General Labourer, and water department staff;
- Ensure that the organization, assignment and scheduling of work occurs according to Township policies, provincial policies and all relevant legislation and regulations;
- Coordinate special/capital projects with contractors and staff where applicable;
- Responsible for ensuring that all staff receive adequate training and professional development in their respective areas and as deemed appropriate in accordance with approved budget and approvals;
- Monitor and review Public Works staff timesheets before submission;
 - Review and approve overtime requests (44+ hours)
- Approve vacation and time off requests for Public Works staff, provide regular updates to Township Administrator & Clerk;
- Responsible for overseeing and coordinating general Municipal building maintenance;
- Oversees and arranges needed contracted work for building maintenance/improvements;
- Responsible for the development and recommendations of plans and budgets for related departmental projects and annual operations in cooperation with Treasurer;
- Assist Treasurer in preparing and compiling budget estimates for the operations and capital expenditures and revenues;
- Adhere to procurement policy and approve invoices for payments with recommendations

- to Treasurer;
- Prepare reports and recommendations for Council review and approval on day-to-day operation updates, new or proposed legislation, or resolutions to address current concerns within Public Works departments and any other applicable items;
 - Attend Meetings of Council, as needed, to present reports and communicate with the Mayor, Council and general public on matters as required and carry out Council direction;
 - Establish and maintain a liaison and positive relationship with the residents, business community, local boards and authorities, provincial and federal governments;
 - Receive and respond to enquiries, complaints and emergency calls from the public;
 - Attend necessary and/or approved educational workshops, seminars, webinars, meetings and conferences;
 - Act as a member of the Municipal Emergency Control Group under the direction of the Community Emergency Management Coordinator;
 - Act as a member of the Township's Health and Safety Committee;
 - Ensure the necessary resources are available to conduct operations;
 - Understand and ensure compliance of the Occupational Health and Safety Act and Township Health & Safety policies and procedures;
 - Provide guidance and direction to Public Works staff on work plans and monitor progress for efficient completion;
 - Developing short- and long-term plans for applicable facilities and departments;
 - Assist with asset management plans including fleet management, work management programs, facilities and bridge management;
 - Develop and facilitate implementation of annual departmental goals and objectives that are aligned with Council direction and annual operating budgets;
 - Provide assistance where needed across departments, including but not limited to assisting with road maintenance, water plant on call, transfer station attendant duties, pumphouse operations, airport/roads plowing; and
 - Perform other related duties as assigned by the Township Administrator/Clerk

Working Conditions:

Usual hours of work are based on a 40-hour, 5-day week (7:00 am to 4:00 pm). Working outside of these usual hours may be required to cope with deadlines, Council and Committee meetings, peak periods and unexpected situations that arise.

The Operations Manager will generally work out of the Public Works building located at 1027 Centre Dyke Road but will require a significant amount of outdoor work and travelling to and from various municipal sites island wide. There may also be the opportunity for a limited amount of remote work.