



Position Description

Position Title: Roadways Manager
Department/Division: Public Works
Scope: Exempt – Out of Scope

Core Purpose of Position

The Roadways Manager is tasked with the leadership and oversight of the Roadways Division, within the Department of Public Works, to supervise and oversee the construction and maintenance activities required to maintain the integrity and condition of roadways, lanes, sidewalks, and curbs for the City of Prince Albert in alignment with City's service priorities. The Roadways Manager will be responsible to lead staff in the deployment of these services, as well as set the direction and be responsible for the effective deployment of Roadways maintenance activities in accordance with industry best practices, customer service and public safety.

Major Duties and Responsibilities

- Providing leadership for the Roadways Division, supervising and scheduling work, and managing the performance of employees in order to meet the division goals.
- Investigate and respond to various Roadways requests, questions and complaints forwarded through City Council, senior administration and public inquiries.
- Manage, supervise and coordinate the scheduling of construction and maintenance activities for roadways, sidewalks and boulevards as well as snow removal from same.
- Develop and recommend budget requirements for the Roadways division, and monitor and track expenditures.
- Identify and propose short and long term plans to be considered for operating or capital budgets.

Key Behavioural Competencies

Communication

- Communication, written or verbal, is clear, concise, direct and purposeful
- Listens actively and fosters two-way communication and seeks to understand before being understood.
- All communication with peers, superiors and subordinates is respectful and appropriate to the situation.

Customer Centric

- Demonstrates a customer centric approach in performance of duties.
- Demonstrates development and maintenance of strong working relationships, internally and externally, as required to effectively perform duties.
- Demonstrates effectiveness in dealing with the public in adverse situations in a professional constructive manner.

Results Oriented

- Focuses efforts on achieving quality results consistent with the expressed needs of the City of Prince Albert.
- Looks for ways to improve performance and effectively utilize resources.

Relationship Building and Management

- Develops and maintains an effective network of contacts as sources of information, advice, support or collaboration on projects.

- Develops, manages and maintains relationships with subordinates, Department Heads, City Council, Community Groups, co-workers and the public in an effective and professional manner.
- Demonstrates an ability to work in a collaborative fashion with the maintenance of productive working relationships as a primary focus.

Organization and Multi-Tasking

- Works in an efficient and effective manner, managing interruptions and makes effective decisions on changing priorities.
- Able to delegate and use resources effectively.
- Works in consideration and cooperation with others to make others more effective.

Judgment/Problem Solving

- Demonstrates ability to identify and assess various options to determine a course of action appropriate to that time and place.
- Demonstrates ability to project consequences and assess potential risks of decisions made.
- Understands the breadth and depth of potential impact of decisions made.

Management of People

- Develops and maintains a co-operative/supportive environment where staff work collaboratively to achieve goals and objectives.
- Delegates authority and responsibility at appropriate levels not only to effectively meet production requirements but also to foster staff growth and development.
- Demonstrates effective leadership, coaching, mentoring and support for staff and the work unit.
- Deploys and utilizes staff resources and strengths appropriately and effectively, putting people in positions to succeed.

Qualifications (Education, Training, Experience)

- A 2 year post-secondary diploma in an applicable municipal engineering field, or alternate combination of education and experience as deemed suitable by the employer.
- 3 years progressively responsible work experience in a municipal environment.

Key Knowledge, Technical Skills and Abilities

- Knowledge of bylaws, policies and procedures specific to the City of Prince Albert.
- Knowledge of current OH&S standards and regulations.
- Ability to effectively use a variety of computer programs, including word processing, spreadsheet and presentation software.

Organizational Relationships

Reports To: Operations Manager
 Supervisory Responsibility: Yes No
 Direct Reports: 1-3 4-7 8 or more

Profile Review Information

Date Profile Last Reviewed: September 2021