

**City of Melfort**  
**DEPARTMENT OF WORKS & UTILITIES**  
**JOB DESCRIPTION**

***TECHNICAL SERVICES MANAGER***

**FUNCTION**

This out-of-scope position will report to the Director of Works & Utilities. The position will involve working with the sewer and water utilities and transportation services, as well as new subdivision development. The secondary function of this position is to provide a leadership and management role in the executive management team of the Works & Utilities Department, through the Works & Utilities Director. This position will entail office-driven, resource management skills, as well as technical office and field skills. The position will be involved in human resource management and will require the necessary skills to deliver fair decisions with integrity, respect and transparency.

**DUTIES**

1. Consult various departments on development planning, ensuring compliance with all local standards, bylaws, policies and procedures.
2. Assist with updating various planning and engineering bylaws, policies and procedures.
3. Review utility placements with City right-of-ways and coordinate utility easements and regulations related to subdivision and development.
4. Maintain linear asset infrastructure data with condition assessments.
5. Integrate all record drawings of development or infrastructure projects within the City's CAD mapping system. This would include updating of as-built files.
6. Assist other City Departments with requests for information, including mapping support or special projects.
7. Assist with preliminary, construction and final field surveys.
8. Assist with development, maintenance and updating of City tangible capital asset plan.
9. Oversee proper maintenance and monitoring of City public works inventory.
10. Work within a defined budget and control expenditures in areas of responsibility. Assist with the preparation of capital and operational budgets of the Works & Utilities Department.
11. Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

1. Ability to develop and maintain working relationships with supervisors, elected officials and members of the public.
2. Knowledge of construction methods and appropriate technical data. Ability to compile technical and financial data in a comprehensive manner.
3. Skills in drafting techniques using AutoCAD or Civil 3D.
4. Skills with using basic desktop office hardware such as spreadsheets and word processing software.
5. Ability to operate auto level or total station/GPS station, as well as a providing guidance for a rod person.
6. Ability to interpret drawings, plans, aerial photos and operating manuals.

## **QUALIFICATIONS**

1. Graduation from a recognized post-secondary course in geomatics, civil, survey, technology or similarly related engineering program.
2. Minimum five-year's experience in civil and municipal engineering, survey and construction inspections, or an engineer in training.
3. Valid Class 5 Saskatchewan driver's license and reliable method of transportation.
4. Strong verbal and written communication skills.