

**CORPORATION OF THE
TOWNSHIP OF TEMAGAMI**

Bylaw No. 95-376

Being a Bylaw to define the duties of the Public Works Superintendent.

WHEREAS Russ Manderstrom is hereby appointed to the position of Works Superintendent effective November 6, 1995.

AND WHEREAS it is desirable to define the duties and responsibilities of the Public Works Superintendent for the Township of Temagami:

It is hereby enacted as follows:

The duties and responsibilities of the Public Works Superintendent shall be as follows:

1. Supervise and direct compliment of full time and seasonal staff hired for Public Works programs including the municipal cemetery.
2. Plan, schedule and organize work assignments according to priorities and policies set by Council and delivered through the CAO.
3. Ensure that all staff are following standard occupational health and safety practices as directed through agencies such as Department of Labour and adhere to all requirements through WCB and WHIMIS.
4. Ensure that equipment is adequate for Public Works programs being carried out. Recommend and implement cost management controls, risk management controls, inventory and preventative maintenance controls.
5. Patrol the roads within the jurisdiction, including sidewalk system, with continuous logging of information detailing condition and upkeep required.
6. Liaise with Ontario Clean Water Agency for the efficient operation of the two water and waste management plants.
7. Ensure that all regulations and requirements of bylaws and statutes relevant to the Public Works Department are enforced as required.
8. Prepare a detailed operating budget for the Public Works Department. Be accountable for the administration and monitoring of related departmental expenditures. Ensure that the municipality takes advantage of all available provincial and federal funding programs. Investigate and recommend opportunities for the

Works Department to provide services for fees.

9. Ensures the safety, maintenance and management of all equipment, vehicles and material resources utilized in the provision of Public Works services to the municipality.

Read a first and second time this 9th day of November, 1995.

Read a third time and finally passed this 9th day of November, 1995.


Reeve


CAO