

TOWN OF PETAWAWA

(July 2025)

JOB TITLE: PUBLIC WORKS ADMINISTRATOR

DEPARTMENTS: PUBLIC WORKS

Directly Responsible to: Director of Public Works

Indirectly Responsible to: Manager of Public Works
Manager of Civic Properties

DEPARTMENT STRUCTURE

The Public Works Department, including Civic Properties, is responsible for maintaining all Town infrastructure including municipal buildings, roads, sidewalks, multi-use-pathways, storm water drainage systems, storm ponds, signage, street lighting, pedestrian crossings, parks, arena, and beach. The department consists of equipment operators, facility operators, mechanics, lead hands, managers and supervisor, asset management coordinator, and managers.

The Public Works Department also oversees the Ontario Clean Water Agency contract to operate the water distribution system and the sewage collection system. In addition, the Public Works Department manages the Town's garbage collection contract alongside our municipal partners in Pembroke and Township of Laurentian Valley.

PURPOSE OF THE POSITION

To provide administrative leadership to the Public Works Department, including Civic Properties.

MAJOR RESPONSIBILITIES

PROGRAM/SERVICE

Public Works Department:

- Provides administrative support to the Director of Public Works, Manager of Public Works, and Manager of Civic Properties
- Provides administrative support to the Asset Management/Energy Management Coordinator, and to the Public Works Supervisor and Lead Hand
- Assists in researching and preparing correspondence, agreements, Council reports, grant applications, tender documents, minutes, by-laws and motions
- Administers the issuing of request for tender (RFT), request for quotation (RFQ), and request for proposal (RFP) documents

- Administers RFT and RFQ public openings and corporate document retention
- Administers the preparation and publication of advertising and public notices
- Collaborative administration of third-party service contracts including: OPP contract, OCWA collection and distribution contract, waste management contract, Civic Properties cleaning contract, and Community Transportation Program
- Provides administrative support of Town locates program
- Administers the Public Works portion of the Town website
- Coordinates meetings, events and schedules
- Assists with complaint fact finding, correspondence, and community education and public outreach
- Registers Public Works staff for conferences and seminars and arranges accommodation and per diem allowances
- Performs other related duties as may be assigned

Administration:

- Provides direct administrative support to the Director of Public Works, Manager of Public Works, and Manager of Civic Properties
- Receives and processes payments as required
- Performs other related duties as may be assigned

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

HUMAN RESOURCES

- Reports directly to the Director of Public Works and works in cooperation with all departments including Finance, Legislative Services, Planning and Building, Fire Department, and Recreation, Culture & Tourism

FINANCIAL RESOURCES

- Supports the intake of permit fees and other receivables
- Prepares quarterly water and sanitary meter billing statistics for Garrison Petawawa
- Updates user fees pertaining to Public Works maintenance activities on an annual basis

MATERIAL RESOURCES:

- Ability to operate a variety of office equipment, including computer, calculator, fax, photocopier, telephone system, printer and projector

SKILLS AND EFFORT

KNOWLEDGE

- An office or business administration community college diploma or an equivalent combination of education and practical experience
- Knowledge of provincial legislation as it pertains to municipal government including the *Municipal Act*, Ontario Traffic Manual, *Highway Traffic Act*, *Safe Drinking Water Act*, *Provincial Offences Act*, *Municipal Freedom of Information and Protection of Privacy Act*
- Excellent oral, written and interpersonal communication skills
- Excellent organizational, planning, research and analysis skills
- Strong time management skills and ability to prioritize tasks
- High level of computer literacy
- A minimum of five years relevant experience in a municipal government setting is an asset
- Completion of the Municipal Administration Program is an asset

PHYSICAL SKILL AND EFFORT

- No special physical skills required

DECISION MAKING AND JUDGMENT

- Work is performed under the direction of the Director of Public Works
- Requires a high level of initiative, resourcefulness and ability to work independently using established standards and procedures
- Maintains a high degree of confidentiality

INTERPERSONAL SKILLS/CONTACTS

Internal

- Director of Public Works
- Manager of Public Works
- Asset Management and Energy Management Coordinator
- Manager of Civic Properties
- OCWA (Senior Operations Manager)
- Senior and support staff of other departments

External

- General public
- County of Renfrew, provincial ministries, federal departments, municipalities, boards, committees and commissions
- Third party service providers and professional consultants

WORKING CONDITIONS

Environment

- Office environment

Control over Work Schedule

- Required to work 35 hours per week
- Overtime/weekend work may be required in emergency situations
- Travel may be required for training, meetings, etc.