



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: 
Todd Richard, Director, Public Works

Date: Sept 10, 2024

Subject: Operation Budget Expense – CET Staff Position

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended that Council:

Approve the addition of a full-time Certified Engineer Technologist (CET) to the staff compliment of the WHRM Public Works Department .

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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There is a high level of need to have additional human resources to support the work required in areas of storm water management, leak detection and inflow / infiltration reduction into the sanitary system. This position will coordinate and support current and future initiatives along with other Public Works engineering division responsibilities.

DISCUSSION

At the July council meeting there was a discussion that led to staff identifying the need for additional staff as identified in the 2024/25 operational budget deliberations. There are gaps in service areas that require dedicated full time staff resources, some of these areas are in storm water management, inspections, public education and relations along with enforcement of our municipal bylaws and policies. Other areas of need are dedicated staff to coordinate our leak detection program and inflow and infiltration reduction.

Request for services and the current workload of staff is high along with being compounded by the development boom including new municipal streets, water, sewer and storm infrastructure being added to our asset inventory. Therefore, it is critical we have the proper resources and funding to continue to maintain, inspect and operate these systems along with managing capital projects for infrastructure that requires replacement due to age, condition and or capacity.

NEXT STEPS

Pending approval of Council, staff will proceed with advertising for the new CET staff position.

FINANCIAL IMPLICATIONS

CET Position by Department				Prorated	
Budget Breakdown	Salary	Benefits	Total	5 Months	4 Months
General	25,365	5,791	31,156	12,982	10,385
Water	34,787	7,941	42,728	17,803	14,243
Sewer	12,320	2,813	15,133	6,305	5,044
Total	72,472	16,545	89,017	37,090	29,672

ALTERNATIVES

1. Council may choose not to proceed with the staff recommendation.

ATTACHMENTS

Certified Engineer Technician (CET) Job Description

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report this position was first introduced during the 2024/25 budget deliberation process. The position was discussed but not approved at that time. Council and staff continue to reflect on the service demands and the need for an additional resource and staff expertise to better serve the municipality.

This matter has been brought forward again under the direction of Council and the recommendation is before Council for approval to higher a CET, effective immediately

I support the recommendation.

Report Prepared by: 

Todd Richard, Director of Public Works

Report Approved by: 

Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION

Storm Water & Public Works Technician

(Job Description Under Review)

Position Title: Storm Water & Public Works Technician

Department/Division: Public Works

Reports To: Project Engineer

Direct Reports: No

Classification: Full-time

Revision Date: September 2024 (Under Review)

POSITION SUMMARY

The Storm Water & Public Works Technician is a member of the Public Works Department, reporting to the Project Engineer. This position is responsible for the creation, implementation, and administration of a Stormwater Program including water conservation, leak detection and inflow and infiltration reduction (I&I). They will perform inspections and quality assurance for commercial and residential development; enforce management best practices, municipal bylaws and specifications, maintain records, prepare and review comprehensive and investigative reports and violation histories.

In addition to the Storm Water responsibilities, this position is also a key member within the Engineering division of Public Works, providing municipal engineering technology, GIS, and asset management support to the Public Works department. This position requires ongoing field work which consist of inspections, service locates and preliminary survey and layout of new work, projects, homes and businesses, sanitary, storm and combined systems, water distribution and private service laterals.

This position will play a key role in the Municipality asset management plan along with integration into the asset management software program. Office work includes the preparation and review of reports, plans, drawings and other documentation and meeting with Management, engineering consultants and public works / water utility staff as required. Regular communication with departmental and other municipal staff, contractors and the public are an integral part of the position.

JOB DUTIES AND RESPONSIBILITIES

Storm Water Responsibilities (75%):

- Initiates, plans, coordinates, monitors, and enforces programs which accomplish compliance with Stormwater, sanitary and water regulations and or by-laws, water conservation and reduction of I&I associated with municipal infrastructure, municipal facilities, private water, storm and sewer connections to municipal infrastructure, new construction and re-development projects.
- Oversee inspection and enforcement of all water regulations rules and requirements along with applicable municipal by-laws, municipal outfalls and facilities storm drains, erosion control, runoff, detention, and combined sewer outflows. This includes point of entry sampling and compliance of Sanitary Sewer Systems.
- Conducts onsite inspections and water audits regarding compliance with municipal water rules and regulations, bylaws, water conservation in single and multi-residential, commercial, industrial, and institutional properties and prepares and presents audit findings
- Point of entry sampling and compliance of Sanitary Sewer Systems.
- Maintain field records and capture all applicable information into our asset management software program.
- Assist management in development of annual budgets and long-range stormwater capital improvement plan.
- Develop, implement and present public education and public participation programs related to stormwater management, water conservation and I&I reduction. Manages and coordinates the municipalities water conservation activities including programs, studies, audits and public education. Answer technical questions and provide information to the public and other agencies; Investigate complaints about stormwater runoff, develop / relay corrective recommendations. Responds to public inquiries regarding water conservation, stormwater management and other related municipal public works services questions.
- Designs, implements, administers and promotes various water use efficiency programs; monitors and evaluates program results and the impact of conservation efforts.
- Promotes water conservation and proper stormwater management practices and recommends changes to customers regarding plumbing, building improvements, landscaping, backflow prevention and any other components and or behavior that will assist in water conservation and storm water management.

Engineering Responsibilities (10%):

- Review of project specifications, contracts and other documentation to determine appropriate inspection procedures
- Field visits as necessary to do physical inspection of projects including water systems, sanitary and storm sewers, curb and gutter installation, street construction, asphalt paving, lane marking etc.
- Conduct and update facility condition assessments

- Advising contractors of deficiencies and working with them to resolve outstanding issues
- Preparation of reports, logs etc. to document inspection procedures, deficiencies found and resolution of deficiencies
- Assist in the design and planning of various municipal infrastructure projects
- Prepare miscellaneous drawings by hand or CADD software
- Assist in the preparation and administration of tender and contract documents
- Create, develop, and maintain the documentation and systems required in the normal course of a municipal engineering operation, research and application of new procedures and technologies and, the development and revision of technical standards and municipal specifications.
- Provide contractors, the Project Engineer, and Public works staff with technical assistance. This may involve:
 - Consulting plans and carrying out field surveys to determine the location of existing municipal services
 - Conducting field surveys to determine preliminary layout of proposed new works
 - Collection of data, verifying conditions and noting potential or developing problems
- Office work in support of the Public Works Department. This may involve:
 - Searches for funding opportunities, prepares and submits grant applications, coordinates the implementation and administration of assigned grants and maintains compliance with funding requirements.
 - Assisting with contracts and tenders including plans, profile drawings etc.
 - Assisting with grants, RFP's, RFQ's, cost sheets
 - Grant / Infrastructure Funding – Seek out and procure third party funding sources and collaborators, to assist with the completion of capital projects
 - Assist with preparing reports on technical issues, cost estimates, cost analyses, life cycle etc.
 - Assist with preparing and updating capital replacement schedules / asset management software
 - Follow quality control framework for the public works organization
 - Solid Waste data call requirements and assisting Solid Waste Coordinator with administrative duties

Clerical duties as necessary to help ensure the Public Works department office is run in an efficient and effective manner.

GIS Responsibilities (10%):

- Maintain as-built information and update any changes to municipal infrastructure for paper, digital and GIS records
- Responsible for the compiling and organizing GIS data from maps, databases and other sources

- Responsible for the collection of data in the field using Global Positioning System (GPS) units
- Responsible for the collection and conversion of mapping resources and data
- Responsible for the as required inputting and editing of municipal infrastructure records
- Maintain and update GIS software, mapping, electronic records and database

Asset Management Responsibilities (5%):

- Support the establishment and maintenance of the systems for asset management in liaison with Management and Senior staff. This may include, by not limited to:
 - Create and monitor a fixed asset system of controls, procedures, and forms for the recording of fixed assets. Fixed assets include land, buildings, equipment, and street and underground infrastructure.
 - Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices as it relates to asset management.
 - Ensure timely physical inventories to validate accuracy of fixed asset records and compliance with federal grants.
 - Assist with the preparation and communication of various reports detailing the asset management plan
 - Perform other job-related duties as assigned.
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