

Village of Port Alice Public Works Summary

Public Works provides and sustains structures and services essential to the safety, welfare and acceptable quality of life for Port Alice citizens.

Public Works is the department that provides the water you draw from the tap for your morning coffee or shower; the roads you drive; and the parks and open spaces you enjoy with your family and friends. The Public Works crew works diligently to keep the community safe and beautiful, providing services that bring our community to life.

They are responsible for traffic, roads, transportation, and dike maintenance; solid waste handling; water and wastewater services; and general maintenance of public buildings and property including parks.



Specialized Training and Certification

Public Works employees require training in WHMIS, Emergency First Aid, Confined Spaces, Scissor Lifter Operation, and Traffic Control.

Based on individual responsibilities, employees may also need Wastewater collection System Operator, Water Distribution Level 1 & 2, Hydrant Installation, Operation and Maintenance, Small Water Systems, and Refrigeration Safety Awareness.



Traffic, Roads & Transportation

Port Alice Public Works maintains approximately 14 kilometres of roads, and also maintains an extensive system of sidewalks and the Sea Walk.

They maintain Village streets and the mill road doing daily checks for debris, gravel, blowdown, snow and ice on roads. They ensure that ditches and catch basins are unobstructed and handling storm water as they are designed to do. They also check for any issues with street lights and signs, recording data on regular risk management reports (*Fig. 1a & 1b*).

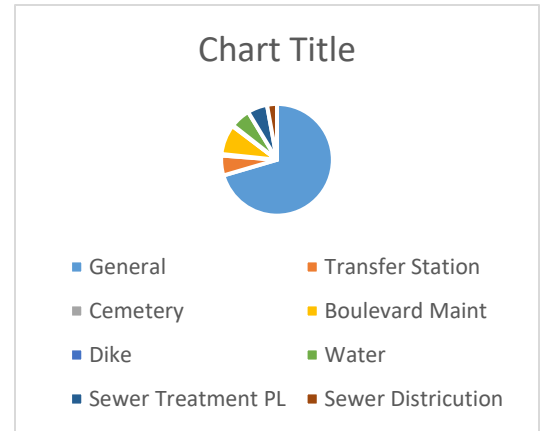
As needed, they paint road and parking lot lines, check and clean catch basins, inspect and maintain all sidewalks, clean curbs, and install, clean and maintain street and information signage.

Public Works produces the work order and works with contractors to perform paving and patching roads, and brush cutting on the mill road and the dike.

From Spring to Fall, Public Works is busy with daily grass cutting and weed eating of all public property.

They coordinate fire hydrant and tree maintenance regularly and are often in direct contact with homeowners to determine property lines, tree ownership, and condition of trees.

The Village annually allocates a maintenance budget for either road re-surfacing and/or drainage improvements, coordinated and supported by Public Works.



Service	2020 Budget
General	\$ 244,500.00
Transfer Station	\$ 20,000.00
Cemetery	\$ 1,500.00
Boulevard Maintenance	\$ 30,000.00
Dike	\$ 1,000.00
Water	\$ 20,000.00
Sewer Treatment PL	\$ 20,000.00
Sewer Distribution	\$ 10,000.00
	\$ 347,000.00



Fig. 1a - Sidewalk Inspection and maintenance

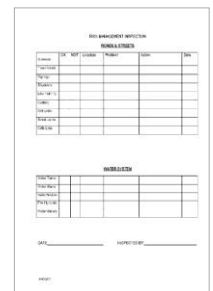


Fig. 1b - Roads & Streets Risk Management



Marina

As part of village property, public works helps maintain and repair the Rumble Beach marina facility. They perform regular dock inspection and maintenance, silt control at the foreshore, dredge the boat ramp, install and maintain signage, and empty the waste containers.



Parks

In addition to lawn maintenance, Public Works does regular safety and maintenance checks, (Fig. 3a) and regular upkeep at Lion’s park and the baseball field, including tables, benches, bleachers, fences and sidewalks.

Public Works is also called upon to assist with projects at Link River Campground.



Administrative

The Public Works Foreman is responsible for a variety of administrative duties including conducting monthly safety meetings with the public works crew, attending Public Works Committee meetings, and monthly reports to the Village CAO. (Fig. 4a)

The Public Works Foreman meets daily with the CAO to plan and implement projects, coordinate staff and contractors, produce work schedules and verify time cards. The Foreman also prepares the annual operating budget.

When necessary, Public Works also schedules and co-ordinates sub-contractors for Fire Department equipment maintenance, commercial vehicle inspections (dump trucks and fire trucks), and for street sweeping, streetlight repair, tree trimming and brush cutting.

Additional maintenance and responsibilities:



Cemetery

Public Works cleans and maintains the Port Alice cemetery grounds and prepares burial sites.



Community Centre

Public Works assists the community centre with installation and maintenance projects like signage, lighting, event set-up and decorations.



Animal Control

Public Works is called upon to locate and capture dogs at large in the Village and may be required to transport untagged or unidentified animals to the pound in Port Hardy.

**VILLAGE OF PORT ALICE
RISK MANAGEMENT INSPECTION
PARKS & PLAYGROUNDS**

Inspected by: _____ Date: _____

AREA	OK	NEEDS ATTENTION	COMMENTS DATE & ACTION	FOLLOW-UP
Picnic Area				
Baseball Field				
Tennis Court				
Canopy				
Trail Entrance				
Boat Dock				
Playground				
- Play structure				
- Slide				
- Climbers/Tars				
- Swing				
General Areas				
- Restrooms				
- Fences				
- Backstops				
- Benches				
- Waste receptacles				
- Parking Area				
- Signage				
- Other				
Landscape & Aesthetics				
- Park Cleanliness				
- Walls / Trails				
- Trees				
- Other				

10/14

Fig. 3a - Parks Risk Management Inspection Report

PUBLIC WORKS REPORT
2014

WATER:
All daily and monthly readings were taken. Monthly samples were taken to Port Hardy.

SEWER SYSTEM:
Lift stations were checked and cleaned weekly. _____ loads of sludge were hauled to the MBE. _____ loads of screenings taken to 7 Mile.

RECREATION COMPLEX:
Maintenance was given as needed. _____

PARKS:
Litter was picked up, and parks were safety checked weekly. _____

TRANSFER STATION:
The 40-gal container was damaged _____ times. The compound was cleaned up as needed, and loads of recyclables were taken to 7 Mile.

ROADS & STREETS:
All roads were checked daily. _____

EQUIPMENT MAINTENANCE:
Maintenance was done to Public Works equipment as needed. _____

OFFICE:
Work was done as requested by staff.

ADDITIONAL COMMENTS:

Good Ward
Public Works Foreman
Date: _____

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Fig. 4a - Public Works Monthly Report



Wildlife

Public Works deals with wildlife situations, such as removal and disposal of carcasses (birds, deer, bears) on public property.



Public Assistance

At the direction of the Village CAO, Public works investigates property complaints, and performs homeowner service calls to locate sewer and water lines.



Public Works Equipment and Vehicle Maintenance

Public Works completes regular vehicle and equipment inspections, including a detailed checklist for internal combustion trucks, including visual inspection, operational checks, checking fluid levels and engine compartment, and cleaning with compressed air.

The majority of vehicle maintenance is performed by public works staff, while major jobs may be contracted out as arranged by the foreman.



Public Building Maintenance

Public Works takes care of all public building maintenance including roof inspection, gutter cleaning, and power washing including the community centre, arena, municipal office, and fire hall.



Seasonal Work

- Clean gutters at Municipal Office, Fire Hall and Community Centre
- Christmas lights and décor at Municipal Hall and Community Centre
- Flagging services for public works projects and occasionally assists during local road closures or delays
- Catch basins checked and cleaned
- Tree pruning
- Road sanding and salting



Emergency

- Test and maintain emergency generator
- Respond to natural disaster situations with structural checks and cleanup. (Landslides, flooding, earthquakes)

VILLAGE OF PORT ALICE CHECKLIST FOR INTERNAL COMBUSTION TRUCKS		
DATE	OPERATOR	INSPECTOR
AT REGULAR INTERVALS		
1. VISUAL INSPECTION <input type="checkbox"/> Head Lamps <input type="checkbox"/> Forks and Levers <input type="checkbox"/> Tires <input type="checkbox"/> Tilt Cylinder <input type="checkbox"/> LH Cylinder <input type="checkbox"/> Steering <input type="checkbox"/> Overhead Control Panel <input type="checkbox"/> In-cab Signaling	2. OPERATIONAL CHECKS <input type="checkbox"/> Safety Device <input type="checkbox"/> Normal Starting System <input type="checkbox"/> Instruments - Revs, Lights <input type="checkbox"/> Brakes - Fluid / Linkage <input type="checkbox"/> Parking Brake <input type="checkbox"/> SWL Levers <input type="checkbox"/> Reversing <input type="checkbox"/> Exhaust Switch <input type="checkbox"/> Unarmed Brake <input type="checkbox"/> Mast Operation <input type="checkbox"/> Tilt Cyl. Operation <input type="checkbox"/> Attachments	3. CLEAN WITH COMPRESSED AIR <input type="checkbox"/> Radiator <input type="checkbox"/> Engine Compartment <input type="checkbox"/> Heat-Axle <input type="checkbox"/> Mast <input type="checkbox"/> Under Floor Plate <input type="checkbox"/> Drive Side 4. ENGINE COMPARTMENT <input type="checkbox"/> Check Engine Oil Level <input type="checkbox"/> Check Turbo Condition & Test <input type="checkbox"/> Check Cooling System (Radiator - Hoses) <input type="checkbox"/> Check Fuel Lines for Leaks <input type="checkbox"/> Check Filter Condition 5. CHECK FLUID LEVELS <input type="checkbox"/> Check Cooling System <input type="checkbox"/> Hydraulic System <input type="checkbox"/> Transmission <input type="checkbox"/> Master Brake Cylinder <input type="checkbox"/> Check Battery - Electrolyte Level
<input type="checkbox"/> PRESENTABLE <input type="checkbox"/> DIRTY	<input type="checkbox"/> OK <input type="checkbox"/> ADJUST	<input type="checkbox"/> REPAIR OR REPLACE <input type="checkbox"/> REQUIRES SHOP REPAIR
REMARKS		
ENGINE HOURS		

Fig. 5a - Internal Combustion Trucks Checklist

2020/2021 Public Works Highlights

Roads

- Line Painting
- Salted and sanded when necessary
- Cleared storm outfall

Sewer

- Completed Sewer Treatment Plant upgrade

Water

- Fixed multiple water leaks
- Maintained water parts stockpile

General

- Installed first three new streetlights, six more to be installed 2021
- Lawn cutting Village Property
- Building Maintenance
- Power Washing
- Wood waste pit was cleaned out and wood grinded
- Hauled recycling to 7-Mile
- Cleaned and organized Public Works yard and shop
- Increased security at Village Office and Marina
- Improved set-up for emergency fuel supply

Dike

- Brush Cut Dike

Tourism\Recreation\Marina

- Completed public washrooms and laundry facility at Marina
- Prepared two food truck pads
- Overseen install of new dock system
- Improved emergency systems at Community Centre