

CERTIFIED PUBLIC WORKS SUPERVISOR PROGRAM



Program Outline

In partnership with



Public Works Supervisor Certification

A Public Works Supervisor is a professional who provides efficient and effective public works services by leading a specialized work force, which manages resource, programs, budgets, and contracts. Supervisors from all areas of public works are encouraged to apply.

Benefits

This program will

- Establish work experience and technical skill standards for supervisory personnel working in BC
- Assist supervisors in defining career paths
- Offer clarity to practitioners as to work experience and academic training
- Award recognition to those who have demonstrated a high level of competence and ethical fitness as a supervisor.
- Improve the performance of supervisors by encouraging participation in a continuing education program

Program Guidelines

This is an academic program consisting of 5 (14 credits) mandatory courses and additional electives comprising 9 credits. All course work will be delivered through the BCIT Centre for Infrastructure Management. The Public Works Institute programs will be offered 2 – 3 times per year and will be one week long. All other courses will be offered either via seminars, Distance Ed, Internet or classroom, giving participants flexibility. The course work at each level will be combined with practical experience at a supervisory level. This program will assist supervisors in defining their career paths, and improving their performance as supervisors.



Highlights of the Public Works Supervisor Program

Five Mandatory Courses:

Level 1

COMM 1103* Technical & Business Writing Course

*Must be completed prior to Starting Level 2

INFR 1110 Public Works Institute I

Basics of Finance for PW Supervisors Topics include; PW Accounting, Purchasing & Inventory, Financial Reporting, Sources of PW Financing, Life cycle cost Analysis, Financial Modeling & Forecasting, Setting User Rates, Budget Preparation.

Intro to Leadership & Supervision Topics include; Roles & Functions, Leadership Skills, Ethics, Conflict Resolution, Hiring & HR Issues, Motivation & Morale, Employee Training

Level 2

OCHS 1000 Occupational Health and Safety

*Must be completed prior to taking INFR 1120

INFR 1120 Public Works Institute II

Pre Requisites: COMM 1103, OCHS 1000 & INFR 1110

Topics Include; Presentation & Verbal Skills

Contracts & Contract Law Topics include; Construction Contract Law, Contract Development & Implementation, Contract Administration.

Level 2 Cont'd

INFR 1120 Public Works Institute II Cont'd

Government & Community topics include; Organizational Behaviour, Change management, Customer Service, Community Diversity & Service, Media, Labour Relations, Partnerships, Fundamentals of government, Roles & Responsibilities of Local, Provincial, & Federal Government, Worksafe BC, Municipal Act etc.

Level 3

INFR 1130 Public Works Institute III

Management Topics include; Basic Management Skills, Records Management, Maintenance Management Systems, Intro to Project Leadership, Intro to Project Management, Intro to Asset Management, Strategic Planning, Risk Management Principles, Decision Analysis, cost-Benefit Assessment, Managing Service Demand.

Environmental Management & Sustainability

Public Works Operations Topics include; Emergency Planning & Response, Right of Way/Utility/One Call, Transportation, Solid Waste Management, Recycling, Potable Water, Liquid Waste management, Stormwater Management, Integrated Resource Management, Parks & Rec Facilities, Equipment and Fleet, Integration with the OCP, Engineering and Technology

In addition to the above, students will be required to attain a minimum of 9 (nine) additional credits from the following lists of technical and managerial electives. Note that at least one elective must be chosen from each list. Note that credit may be given for similar courses taken at or through other institutions. Please contact the Program Registrar for further information jaustin.djc@gmail.com

Technical Courses				Management Courses			
		Hours	Credits			Hours	Credits
CIVL 2050	Subdivision Design	30	2.5	BUSA 1305	Supervisory Skills	36	3.0
CIVL 2131	Civil Project Scheduling	24	2.0	BUSA 3105	Leadership 1—Int	36	3.0
CIVL 2151	Intro to Urban Traffic Eng	36	3.0	BUSA 3155	Leadership 2—Team skills	36	3.0
INFR 1220	Condition Assessment of Core Public Infrastructure	36	3.0	CIVL 2132*	Construction Contract Law	24	2.0
PUBW 1114	Water Operator 1	36	3.0	INFR 1010	Intro to Infrastructure Mgmt	36	3.0
PUBW1121	Roadworks Maintenance 1	30	2.5	INFR 1220	Fundamentals of Asset Mgmt	36	3.0
PUBW 2114	Water Operator 2	36	3.0	OCHS 2200	Safety Program Design	DE	3.0
PUBW 2121	Roadworks Maintenance 2	30	2.5	OCHS 2440	Emergency Preparedness And Response	DE	3.0
TSYH 1165	Interpreting construction Drawings	DE	3.0	ORGB 1105	Organizational Behavior	42	4.0
TSYH 4530	Subdivision Planning/ Design Part 1 Land Use Planning	DE	2.0	TSYH 3460*	Contract Par 1: Types Of Contracts & Contract Documents	DE	2.0
				TSYH 3461	Contracts Part 2: Cost Control	DE	2.0

* Credit will be given for either CIVL 2132 or TSYH 3460 but not both.

Public Works Institute courses include materials - Cost : \$1100 + GST per course

Public Works Supervisor Associate Certificate Program One Time Registration fee: \$20.00



*Excellence in Public Works
Leaders in BC & Yukon*

Prior Learning & Requesting Credit for Equivalent Courses

The Education Committee recognizes that not everyone will have the same access to post secondary institutions offering PWS approved courses, or you may have already taken similar courses at another institution. For recognition of courses already taken request an application form and submit documentation along with \$50 to PWABC. In order to achieve PWS prior learning recognition, applicants must demonstrate that they have received training in a number of areas, and have the required supervisory experience. Should you wish to be considered for prior learning contact Jeannette Austin Program Registrar (250.819.6290 or jaustin.djc@gmail.com)

How to get Started:

- ✓ Download and submit application
- ✓ Register for INFR 1110
- ✓ Apply for Equivalent Course Credit or Prior learning if applicable

**PO BOX 1456 Stn MAIN KAMLOOPS BC V2C 6L7
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Check the website for current information

<http://pwabc.cpwa.net> or commons.bcit.ca/infrastructure

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