

The Public Works Supervisor (PWS) program was designed to help public works practitioners advance into management roles by allowing them to identify and obtain education and experience relevant to their career path.

PUBLIC WORKS SUPERVISOR

Public Works Institute





Public Works Supervisor Public Works Institute The Public Works Association of BC

The Public Works Supervisor (PWS) program was designed to help public works practitioners advance into management roles by allowing them to identify and obtain education and experience relevant to their career path. This program recognized both education and work experience of public works practitioners and awards them with a level of recognition matching their experience and education.

The two basic requirements to achieving a level or recognition are Work Experience Units (WEU) and Certified Education Units (CEU). Certified Education Units may be accrued from a variety of education providers, including local colleges, universities, technical institutes, and the Public Works Association of BC. Work Experience Units must be accrued while working in a supervisory capacity as defined at each level and each year is equal to 50 weeks.

Each level has a **mandatory** Public Works Institute course requiring participants to attend several days of training with fellow public works leaders where the key concepts of that level of leadership are instructed by current or retired public works professionals.

Each level requires CEU's and Three Years' Work Experience:

Level 1- 20 CEU's and 3 years' experience (Sub Foreman, Lead Hands, Crew Leader)

Level 2 - 22 CEU's and 3 years' experience (Foreman, Superintendent, Supervisor, Manager)

Level 3 - 24 CEU's and 3 years' experience (Superintendent, Supervisor, Manager)

Participants with a certificate, diploma or a degree MAY be granted a maximum of 53 CEU's upon review by a PWABC committee. Those with water or wastewater tickets will also be granted 10 CEU's to a maximum of 54.



Level 1 – Emerging Leader 20 CEU’s and 3 Years’ experience (minimum - sub foreman, leadhand, crew leader)

The focus of this level is on the Emerging Leader. Employers may recognize an individual with an aptitude for supervising others and projects and would like to prepare this individual for a management career. Individuals may be in consideration for an entry-level management position OR are serving in that role currently. These courses provide basic management fundamentals and are the corner stone of our additional education offerings.

Level 2 – Supervisor 22 CEU’s and 3 Years’ experience (minimum Foreman, Supervisor, Superintendent, Manager)

The focus of this level is on the Supervisor. Individuals may be in consideration for a mid-management position OR are serving in that role currently. These courses provide basic management fundamentals and will prepare the individual for Level 3 of this program.

Level 3 – Manager 24 CEU’s and 3 Years’ experience (minimum Supervisor, Superintendent, Manager)

The focus of this level is on the Manager. Individuals may be in consideration for an upper level management position OR are serving in that role currently.

Breakdown of courses and levels (90 hours) to meet Public Works Institute Requirements

- **Level One – Certification – CEU’s 20 – 3 years’ experience**
 - **Level One Public Works Institute– 29 hours (6 CEU’s) Mandatory**
 - Leadership Skills
 - Supervisory Techniques & Skills
 - Public Works Operations
 - Asset Management & Safety
- **Level Two – Certification - CEU’s 22 – 3 years’ experience**
 - **Level Two Public Works Institute – 29 hours (6 CEU’s) Mandatory**
 - Government Fundamentals
 - Communication Skills
 - Written Communication skills
 - Community Service/Customer Orientation Skills
 - Employment Documentation & Legislation
- **Level Three Public Works Institute– Certification - CEU’s 24 - 3 years’ experience**
 - **Level Three - 32 hours (7 CEU’s) Mandatory**
 - Management Skills
 - Contract Law
 - Resource Management Skills
 - Creating the Future
 - Municipal Finance

- **Electives recommend minimum 1 Technical and 1 Management per level (One hour of instruction = 0.1 CEU's)**
 - **Annual Technical Conference – 10 CEU's**
 - **Any EOC Water/Wastewater Level Certificate – 13 CEU's**
 - **Incident Command System Certification- 13 CEU's per level**
 - **BC Safety Supervisor Course (BCMSA)- Completion of Supervisor Safety Certificate 17 CEU's**
 - **Communication Course**
 - **PWABC Courses: (One hour of instruction = 0.2 CEU's)**
 - Coach Approach to Leadership
 - OHS Course
 - Construction Management
 - Construction Inspection
 - Introduction to Emergency Management
 - **Other recommended courses:**
 - Customer Service Training
 - Emergency Operations Center
 - Municipal Law
 - Project Management
 - First aid
 - Leadership in safety
 - **Certificate, Diplomas or Degrees (Maximum of 54 CEU's awarded)**
 - 1 CEU Per Course Credit**
 - Construction Management
 - Certified Engineering Technologist
 - Emergency Management
 - Fleet Management
 - Local Government Certificate
 - Municipal Planning
 - Solid Waste
 - Storm Water, Water & Wastewater
 - Agriculture
 - Parks & Recreation
 - Other Association Courses