

Roads Supervisor

Roads and Fleet, Infrastructure & Operational Services Division

Competition Number: 2022-49

Permanent, Full-time Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. We're excited and proud of the steps we're taking to improve the work-life balance of our employees and we offer a flexible work arrangement policy. Through a new pilot program, we also offer an opportunity for a 4-day work week.

Springwater is currently recruiting for the permanent, full-time position of Roads Supervisor. Reporting to the Manager, Roads & Fleet, you will be responsible for the supervision and direction to staff, coordination, supervision, and administration of roads maintenance functions across the Township.

Position Responsibilities

The usual responsibilities of the position are:

- Staff recruitment, supervision and development.
- Staff deployment and field supervision for: maintenance and repair work related to roads/sidewalks/boulevards, street/traffic signage, street/sidewalk/catch basin cleaning, storm water management and ditch maintenance, road patching, litter/debris pickup, cleaning, culvert maintenance, fencing and guardrail repair/installation and curb and sidewalk repairs.
- Supervises assigned staff including scheduling of work, staff training/development, health & safety and other regulatory compliance, performance management/review, coaching/mentoring, collective agreement administration, payroll submissions, staff accountability, progressive discipline and termination recommendations.
- Ability to build strong and enthusiastic staff teams and internal alliances; to align Operations contract administration field operations with Operations goals and objectives; to champion the vision, mission and values of the municipality; to foster and contribute to a positive, productive, service-oriented work environment; and to deal courteously and effectively with all contacts.
- Assesses staffing needs; makes recommendations for new and/or seasonal complement or temporary secondments; participates in recruitment processes; ensures appropriate orientation of new/assigned staff.
- Winter operations supervision of and including road patrols, snow plowing, snow removal and salting/sanding on roads and sidewalks, culvert steaming and debris removal to ensure proper drainage etc.
- Aid community related events including coordination of setup, takedown of road closures and associated signage, barricades and fencing.

- Assist with preparation and evaluation of tenders, coordinating contract start-up upon bid award, inspecting and supervising contracted and project work and materials/supplies delivery in the field, tracking contractor/supplier performance, coordinating stake-outs and necessary permits, trouble-shooting with contractors/suppliers in the field, coordinating the timing and delivery of bulk materials supplies, completing necessary reports/documentation related to contracted services and ensuring health & safety and legislative/regulatory compliance.
- Assisting with budget preparation and administering assigned budgets including reconciliation/authorization of accounts.
- Actively contribute to the Road and Fleet Department work/business planning.
- Championing the corporate, commission and departmental vision, mission and values.
- Responds to inquiries from and/or liaises with residents, Councillors, businesses, contractors/suppliers, internal departments, etc. on contracts, equipment/materials need, maintenance programs/policies/procedures, contract administration and customer service issues, and other Operations related matters, as required.
- Oversee township wide traffic sign maintenance and repair, township-wide pavement marking program, Township's operations yard function and special event implementation.
- Benchmarks productivity, streamlining/updating for best practices, assuring compliance with standards/procedures and health & safety, and assuring contractor performance and value-for-money for the municipality.
- Provides back-up support and acts in the absence of the manager, participates in rotational standby coverage, and acts in the absence of the Manager, Roads and Fleet as assigned.
- Participates as a member of the Roads and Fleet Department management team; leads and/or participates on project teams, as assigned; and champions the corporate/commission/departmental vision, mission and values within Roads and Fleet and among colleagues and co-workers.
- Assist in the development and enforcement of policies to optimize infrastructure life-cycle and achieve competent, efficient and effective delivery of services, including operation health and safety HTA, Environmental protection act Etc.
- Assist with the development and implements initiatives to improve operational efficiencies such as digitization of work orders, service requests etc.
- Oversee asset management collection and mapping requirements for the Roads Operations.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental or commission/corporate objectives.

Qualifications and Experience

- College Diploma in Civil Engineering, additional courses in Roads Maintenance.
- Eligibility for or holder of a Certified Engineering Technologist (CET) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

- Eligibility for or holder of a Certified Road Supervisor (CRS) from the Association of Ontario Road Supervisors.
- Significant experience (minimum five years) in a high-volume municipal roads' maintenance environment.
- Supervisory experience in a unionized environment preferred.
- Excellent interpersonal, time/project management, organizational, contract administration, analytical, recordkeeping, work prioritization, problem-solving, and staff development/supervisory skills.
- Thorough working knowledge of project management/contract administration principles, practices and procedures, the Occupational Health & Safety Act and Construction regulations, Provincial Minimum Maintenance Standards for roads, the Highway Traffic Act and related pertinent legislation/regulations/guidelines, roads maintenance/operations standards and preventative maintenance/quality assurance practices, labour relations principles and collective agreement administration, and contemporary management practices.
- Computer literacy utilizing word-processing, spreadsheet, and contract administration/project management-related software, email, and the Internet;
- Experience with roads maintenance management and infrastructure asset management software an asset.
- Class G Driver's license in good standing; DZ preferred. As a condition of employment, you will be required to provide a satisfactory drivers abstract.
- Willingness and availability to participate in rotational standby and for emergency response.
- Due to the responsibilities of this position, you will be required to have a Police Information Check satisfactory to the Township.

Rate of Pay

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan, including participation in the OMERS pension plan for this position. Compensation for this position is currently \$82,675 to \$96,719 per annum.

Hours of Work

This position will work 40 hours per week; however, occasional hours outside of normal business hours, including after-hours emergencies attendance at evening meetings, will be required. Flexible work arrangements may apply including an opportunity to participate in the Township's 4-day work week pilot program.

How to Apply

Apply online by visiting www.springwater.ca/careers and click on **Apply Now** to submit your cover letter and resume for Competition Number 2022-49.

Closing Date: June 12, 2022

Note: Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Important: As a condition of hire, all new employees will be required to comply the Township's mandatory COVID-19 Vaccination Policy that is in effect.

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Accessible Accommodations

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.