



Road Services Supervisor – Permanent Full-Time

Posting Date: Wednesday, December 19, 2018

Closing Date: January 4, 2019 @ 12:00 NOON

Wage: \$ 32.67 - \$35.66 per hour
(2019 negotiated pay rates)

Classification: CUPE Outside Class 8

Internal changes within the Engineering & Public Works team has resulted in a vacancy for a **Permanent Full-time, Road Services Supervisor**. This role is responsible for coordinating and providing supervision of District maintenance and road patrol and construction staff as well as assisting with the operation and coordination of road maintenance and construction activities on District roadways. The Supervisor will be a primary liaison to Area Municipalities as it relates to the roadways and is responsible for the oversight of general contractors and external agencies.

This job works 40 hours per week, Monday to Friday.

Responsibilities of the Road Services Supervisor will include, but not be limited to:

- Accountable for the safety and security of employees and facilities and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Prepare and review contracts, tenders, proposals and quotations relating to road maintenance, maintenance related construction, and winter control.
- Create, analyze and maintain contract cost analysis and prepare detailed estimates/spreadsheets and reports for maintenance and maintenance related construction contracts.
- Prepare project schedules and coordinate staff supervision of maintenance contracts.
- Ensure contractor compliance with the terms and conditions of contract, tender and RFQ documents.
- Compile reports and maintain records pertaining to road maintenance needs, construction projects, winter patrol and the work performed in response, assuring compliance with Minimum Maintenance Standards
- Work closely with Area Municipalities with respect to the provision of maintenance and winter control services.
- Visit contract sites to provide direction to project staff and ensure health and safety compliance in accordance with District policies, procedures and applicable legislation.
- Respond to road related complaints or queries from members of the public.
- Provide information and data for the annual Road Needs Study and update the road appraisal database on a regular basis.
- Assist in the compilation of the capital budget and ten year capital forecast for District infrastructure.
- Prepare the District's winter road patrol schedule to ensure that appropriate levels of service are being maintained on the District road network.
- Review and make recommendations for permit applications related to road usage, access permits, warrant analysis, road closures and special events, in compliance with District policies and procedures.
- Perform related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- Graduate of a three (3) year community college program in engineering or related field, or equivalent and a member in good standing with the Ontario Association of Certified Engineering Technicians & Technologists (OACETT).
- Five (5) years' experience in road maintenance and construction projects.

We would expect that you are thoroughly familiar with municipal engineering standards, practices and Minimum Maintenance Standards. You will be able to demonstrate your past ability to accomplish performance objectives in a corporate team environment and to work under tight deadlines. You will have proven supervisory, organization, written and oral communication skills. Technological proficiency is a requirement of this job. The Supervisor must have a valid Ontario driver's license as the operation of District vehicles is an essential component of this job.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions before submitting your application.