



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



# Road Operations Manager

(Job ID#2020.03)

**Department:** Operations & Infrastructure

**Division:** Operations & Infrastructure

**Location:** Civic Centre

**Status:** Permanent Full-time

**Number of Positions:** 1

**Salary/Wage Range:** \$104,765 - \$129,416

**Date Posted:** January 7, 2020

**Date Closing:** January 20, 2020

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose:

Responsible for managing the operations and maintenance of the municipal road network and all right-of-way (ROW) assets including roads, bridges, drainage systems, signage, traffic controls, sidewalks, streetlights; and related facilities, fleet and equipment. ***For full details, please see attached job description.***

### Minimum Qualifications:

College Diploma in Civil Engineering or equivalent; working toward or willing to obtain Certified Road Supervisor designation; formal leadership training and coaching/mentoring training and previous experience supervising staff in a unionized environment. Seven (7) years of combined experience in the management of road operations staff, development, and implementation of municipal operations and maintenance programs with respect to operation of the Core Municipal Infrastructure (roads, bridges, culverts). Previous experience supervising staff in a unionized environment. Experience working with customer service software and computerized maintenance management software; previous experience with tendering processes and contract development, supporting capital projects and operational activities. Certified Engineering Technician (C.E.T.) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), or licenced Professional Engineer (P.Eng.) considered an asset.

### How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2020.03** in the subject line. Please apply in confidence by **January 20, 2020** to [careers@georgina.ca](mailto:careers@georgina.ca).

### Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**



## JOB DESCRIPTION - Road Operations Manager

Direct Reports: Road Operations Supervisors

### Position Summary:

Responsible for managing the operations and maintenance of the municipal road network and all right-of-way (ROW) assets including roads, bridges, drainage systems, signage, traffic controls, sidewalks, streetlights; and related facilities, fleet and equipment.

### Responsibilities

#### Operational/Program Functions:

- Reports to the Director of Operations and Infrastructure, and is responsible for the management, business continuity, and continuous improvement of the Road Operations Division.
- Responsible for the development, implementation and performance monitoring of business operations and maintenance programs.
- Provides oversight and direction to staff ensuring compliance with Town policy, applicable Acts, Regulations, guidelines, standards, including the Occupational Health and Safety Act.
- Provides leadership and management of the Road Operations staff and functions supporting the needs of the Operations & Infrastructure Department and other Departments with respect to operation of the Core Municipal Infrastructure (roads, bridges, culverts); and core operational functions related to road maintenance, operations and safety.
- Provides oversight and Administration of municipal service contracts for operations, and maintenance and repair of Core Municipal Infrastructure (roads, bridges, culverts) and right-of-way assets.
- Participates in initiatives related to Road Operations service delivery through partnerships with local municipalities and the Regional Municipality of York.
- Leads the development, implementation and testing of business specific emergency and business continuity plans, including participation in the Town's annual emergency exercise.
- Leads the development and review of standard operating procedures (SOPs) and Emergency Response Procedures (ERPs), and ensures staff are provided training.
- Implements and/or recommends operational changes, improvements and associated service levels supported by data that can be validated through public feedback, staff, and industry best-practices.
- Provides useful information, timely updates, and service levels that can be communicated, supported, and enforced in order to assist the division in continuous development of services for the public on the Town website.
- Ensures compliance with all applicable Acts and Regulations including: *Occupational Health and Safety Act, Municipal Act, Minimum Maintenance Standards O.Reg. 239/03, Highway Traffic Act, Commercial Vehicle Operator's Registration (CVOR), Technical Standards and Safety Act, O.Reg.217/01 Liquid Fuels; Environmental Protection Act, Lake Simcoe Protection Act, and Pesticides Act*. Ensures compliance of all operations with health and safety requirements such as: Traffic Control for Temporary Work Conditions (OTM Book 7), Trenching Approvals, and Emergency Planning.
- Participates and attends meeting representing the Town on Regional committees such as: York Region Roads Operations Municipal Liaison Committee, and York Region Road Supervisors Committee.
- Monitors the Land Development process and supports the requirements of the Operations & Infrastructure Department through the review of, or and providing technical comments on, all land development applications and circulation process.
- Supports the Development Services Department by providing input on the regular updates to the Engineering Design Criteria and Guidelines and approved products.

- Supports the Development Services Department by providing requirements and review of all of Core Municipal Infrastructure (Roads, Bridges and Culverts) during construction and prior to Assumption of those assets.

## **2. Business Planning and Budget Functions:**

- Develops the Road Operations Division strategic plan and annual goals and objectives that align Town and Council strategic plans and goals.
- Develops annual preventative maintenance programs and asset replacement programs within available annual budgets.
- Responsible for the development of the multi-year capital works plans and Annual Operating budget for Road Operations Division.
- Assists the Director of Operations & Infrastructure in preparing, coordinating, reviewing and/or providing recommendations on the capital and operating budgets; monitors and administers approved division budget and authorizes payment of accounts for operating budgets and council reports.
- Participates in the ongoing development and implementation of the Town's Asset Management Program.
- Supports the Corporate Services Department in the development and Approval of Financial Plans required under the Municipal Drinking Water Licencing Program.

## **Human Resource Management & Team Responsibilities:**

- Supervises staff, including recruitment, selection, hiring, scheduling, assigning and monitoring work, determining training and development needs, coaching and mentoring, conducting performance appraisals and determining/recommending disciplinary action up to and including dismissal in accordance with collective agreements, Town policies and practices.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
  - Enforces the Town's Health and Safety Program, procedures and best practices.
  - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.
- Assumes functions of the Director of Operations & Infrastructure in that person's absence, as directed.

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.**

## **Minimum Qualifications**

### **Education and Training:**

- College Diploma in Civil Engineering or equivalent.
- Working toward or willing to obtain Certified Road Supervisor designation.
- Certified Engineering Technician (C.E.T.) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT), or licenced Professional Engineer (P.Eng.) considered an asset.
- Formal leadership training and coaching/mentoring training.

### **Experience:**

- Seven (7) years of combined experience in the management of road operations staff; development, and implementation of municipal operations and maintenance programs with respect to operation of the Core Municipal Infrastructure (roads, bridges, culverts).
- Experience working with customer service software and computerized maintenance management software is required.
- Previous experience with tendering processes and contract development, supporting capital projects and operational activities.
- Previous experience supervising staff in a unionized environment.

**Knowledge:**

- Thorough working knowledge of municipal public works operations including: winter maintenance programs, drainage, ditching and storm water management, pavement management, gravel road maintenance, forestry and arboricultural practices.
- Knowledge of *Occupational Health and Safety Act*, *Municipal Act*, *Minimum Maintenance Standards O.Reg. 239/03*, *Highway Traffic Act Commercial Vehicle Operator's Registration (CVOR)*, *Technical Standards and Safety Act*, *O.Reg.217/01 Liquid Fuels*; *Environmental Protection Act*, *Lake Simcoe Protection Act*, and *Pesticides Act*. Ensures compliance of all operations with health and safety requirements such as: Traffic Control for Temporary Work Conditions (OTM Book 7), and Trenching Approvals.
- Working knowledge of Health and Safety requirements as prescribed in the Occupational Health and Safety Act and Regulations for Industrial Establishments and Construction Projects.

**Competencies:**

- Financial experience in preparation and management of budgets and business planning.
- Superior leadership, interpersonal and communication skills.
- Exceptional presentation skills and the ability to hold team meetings and communicate effectively to Council or like audiences.
- Strong customer service skills and the ability to interact with irate customers and residents in a professional manner and with a solutions-oriented approach.
- Ability to evaluate performance in all areas of public works including road operations and customer service.
- Ability to analyse, evaluate and make appropriate changes in operations as required.
- Ability to implement strategies to ensure the municipality is continuously improving.
- Proficiency with computer software such as MS Office, computerized maintenance management software, customer relationship management software, and related operations programs.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.
- DZ Licence and heavy equipment operation experience is considered an asset.
- Driver's Abstract in good standing is required to operate Corporation vehicles.

**Physical Demands and Working Conditions**

- Normal office conditions;
- Requirement to travel to various work sites and operational facilities;
- Able to work outdoors in winter weather conditions, if required;
- Ability to respond to emergencies and escalated operational matters after-hours, and on weekends and holidays.