



**City of Pembroke
OPERATIONS DEPARTMENT**

Supervisor – Roads and Fleet

Position Summary:

Under the direction of the Manager of Operations you will efficiently organize and supervise activities pertaining to the construction and maintenance of the roads, sidewalk systems and related infrastructure, as well as the maintenance of the equipment fleet of the Operations Department and implement capital projects as directed.

Qualifications:

- Must be proficient in computer software including the Microsoft Suite and GIS applications;
- Minimum of four (4) years related operational experience;
- Minimum of two (2) years supervisory experience, preferably in a unionized environment;
- Successful completion of Secondary School (Grade 12); and
- A post-secondary diploma or degree in Civil Engineering.*
- Professional designation as a Certified Roads Supervisor with the Association of Ontario Roads Supervisors.
- Possession of a valid Class “G” Ontario driver’s licence.

*(an equivalent combination of education, qualifications and experience may be considered)

The successful candidate will have a high degree of integrity, coupled with excellent interpersonal, communication and customer relations skills to interact with internal and external customers at all levels. This position requires highly developed technical abilities, problem solving, planning, time management, and analytical reasoning skills. Candidates with municipal experience may be given preference. A complete job description follows below.

The salary range is \$54,003 to \$66,426 plus full benefits package. Applicants are invited to submit in confidence a detailed resume by 4:00 p.m. on Friday, February 12th, 2010 to:

Ms. Mandy Weisenberg
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke, ON. K8A 3J5
Fax: 613-735-3660
Email: mweisenberg@pembroke.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke

Job Description

TITLE:	SUPERVISOR – Roads & Fleet
DEPARTMENT:	Operations
REPORTS TO:	Manager-Operations

Qualifications:

1. Successful completion of Secondary School (Grade 12) education.
2. Professional designation as a Certified Roads Supervisor with the Association of Ontario Roads Supervisors.
3. Proficient in Microsoft Word, Outlook, Excel. Knowledge of GIS applications would be an asset.
4. Minimum of four (4) years related operations, technical and maintenance experience, with two (2) years of responsible supervisory experience in the co-ordination of work crews, work assignments and best practices preferably in a unionized environment.
5. Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.
6. A post secondary diploma or degree in Civil Engineering or an equivalent combination of education, qualifications and experience.
7. Possession of a valid Ontario Class “G” driver’s licence.

General Scope of Responsibilities:

Under the direction of the Manager of Operations you will efficiently organize and supervise activities pertaining to the construction and maintenance of the roads, sidewalk systems and related infrastructure, as well as the maintenance of the equipment fleet of the Operations Department and implement capital projects as directed.

General Scope of Duties:

1. Prepare activity reports and scrutinize daily crew cards and assign appropriate project codes.
2. Plan, schedule and co-ordinate equipment, material and manpower utilization on the maintenance and construction of City owned infrastructure for which the section is responsible.
3. Instruct Sub-foreperson on work priorities to ensure that all personnel and resources are deployed in the most effective and cost efficient manner.

4. Liaise with contractors, utilities and other departmental sections, working collaboratively with other Section Supervisors to achieve common goals of the section, the Department and the City.
5. Collaborate with and provide technical support to other sections or Departments as required.
6. Ensure that due diligence is carried out in all areas of risk management and safety training; reports and follow-up on all incidents, accidents, property damage and theft, ensuring that the work practices conform to relevant policies, procedures and legislation.
7. Responsible for winter control operations, including contract administration on snow removal and City parking lots.
8. Visit work sites to monitor, evaluate, troubleshoot and assess efficiency.
9. Respond to inquiries/complaints and carry-out remedy and/or prepare proposal on solutions with a focus on service to the Public.
10. Conduct employee evaluations within the Roads & Fleet Section of the Operations Department.
11. Responsible for the planning and co-ordination of maintenance for the equipment fleet of the Operations Department.
12. Evaluate the performance of equipment, including the development of specifications for purchasing new equipment and road/sidewalk maintenance contracts.
13. Assist with the development of project and ongoing maintenance schedules.
14. Assist in the development of recommendations on costs, strategic planning, capital expenditures and designs.
15. Assist in the development of the yearly budget and capital construction projects.
16. Prepare, organize and maintain engineering field and office data, reports and systems.
17. Prepare purchase requisitions for the day-to-day operations and maintenance of the Section within scope of responsibility and in accordance with the established procurement policy.
18. On a rotating basis, act as a Standby Supervisor on off hours.
19. Act as Emergency contact for Roads & Fleet, ensuring appropriate response during emergency situations.
20. Prepare reports on new methods and procedures designed to improve operations and minimize costs.

21. Draft job procedures, safety standards, infrastructure standards, equipment and building maintenance standards and maintain logs in accordance with applicable legislation.
22. Perform other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 2080 hours per year (8 hours per day) Monday to Friday with occasional overtime and standby.

Salary Range: (2009) \$54,003.00 to \$66,426.00 annually plus full benefits package

Revised June 2009