



## **The Corporation of the Town of Lakeshore** has a Career Opportunity for a **Supervisor of Public Works**

Due to a promotion, the Town of Lakeshore is has a career opportunity for a Supervisor of Public Works.

Reporting to the Manager of Public Works and under the overall direction of the Director of Engineering and Infrastructure Services, the Supervisor of Public Works is responsible for the day-to-day operations of the public works area - inclusive of planning, scheduling, prioritizing and training of employees of the Public Works area. The Public Works area includes public roads, sidewalks, storm sewers and storm water management facilities, street lights, etc.

### **Qualifications:**

- Minimum of 3 year recognized University degree /College diploma in Engineering or equivalent education and/or experience in a related discipline.
- Certified Road Superintendent classification from the “Association of Ontario Road Supervisors”, or be qualified to obtain the designation.
- Minimum of 5 years of experience in the Municipal Public Works or equivalent operational environment
- Experience and formal training in Public Works or similar operations with a minimum of 3 years in a supervisory role
- Experience reading blueprints especially for road construction
- A valid Ontario driver’s license is required; DZ would be an asset
- Ontario Association of Certified Engineering Technician Technologists, or equivalent education, experience and professional accreditation would be an asset
- Knowledge of provincial Weed Act would be an asset

### **Knowledge:**

- Must have experience demonstrating problem solving and conflict resolution skills.
- Must have experience demonstrating the ability to interpret and implement collective agreements.
- Must have experience demonstrating skills in positive team building.
- Must have knowledge of computer software programs in a “Windows” and Microsoft Office environment with an emphasis on operational maintenance systems
- Must have experience in maintaining tactful relations with unionized personnel, management, council, other departments, user groups, contractors, utility agencies, and the public.
- This role must become competent within the meaning of the Occupational Health & Safety Act. Knowledge of guarding and personal protective equipment is a

requirement. In addition, this position must become capable of recognizing work hazards and be able to translate same into operational recommendations and requirements

### **Major Responsibilities:**

- Planning, scheduling, prioritization and management of the day-to-day operation of the public works area, municipal roads, weed control, etc.
- Maintain standards for annual inspections of all regulatory and warning traffic signs for retro reflectivity.
- Manage, organize, & resolve unexpected factors and conditions such as personnel issues, equipment breakdown, weather conditions, problems, complaints, etc.
- Prepare, release, review and recommend various capital and operations tender document submittals and bids.
- Prepare and supervise employee work schedules.
- Assist HR in the development of employee training initiatives, supervision and evaluation to performance standards.
- Address customer inquiries and concerns; Council inquiries and concerns.
- Prepare employee pay sheets, purchase orders and ancillary requisitions.
- Accountability for health and safety responsibilities of staff ensuring full compliance to OHSA as well as the Town of Lakeshore's Health and Safety Policies and Procedures including WHMIS and MTO Book 7 Traffic Control Plans.
- Review and approve various small material purchase orders for all areas of Public Works.
- Implement and comply with the collective agreement.
- Ensure compliance to all relevant legislation and regulations
- Act as Weed Inspector
- Manage contractors to ensure acceptable performance on road related projects
- Other duties as assigned

### **Decision Making and Judgement:**

- Work is performed according to established policies with the latitude for the use of independent judgment in the selection of work methods and procedures.
- Work is performed under the general direction of the Manager of Public Works.
- Access is available to Municipal policies and procedures, by-laws and regulations as well as other department staff for advice and guidance in the performance of duties
- Establishing priorities of work schedules and identifying the most effective and efficient means of delivering the services of Public Works to meet the needs of the municipality within budgeted amounts and approvals.
- Supervising the effective and efficient operation of the Division in accordance with established policies, procedures, directives and guidelines.
- Assisting in the preparation of operating and capital budgets and the preparation and review of tender documents.
- Problem solving, researching and evaluation of information to determine the best course of action within best practices and guidelines and budgeted amounts

## **Human Resources:**

- Directly supervise Lead Hands and equipment operators as well as seasonal employees and students in the Public Works Division.

## **Financial Management:**

- Assist in the preparation of a divisional operating and capital budget.
- Review quarterly variance reports and monitor divisional budget lines to ensure expenditures related to operational and capital items is within approved budgets.

## **Interpersonal Skills:**

Excellent communication skills.

Internal:

- Public Works staff, Manager of Public Works, Supervisor of Parks, Fleet and Facilities, Manager of ATC, Recreation and Leisure
- Supervisor of Water Operations, Lead Hands in Water Operations

External:

- Ratepayers, public, contractors, etc

## **Working Conditions:**

Environment

- Works outside with some time in an office environment.
- Bending, stooping, climbing, standing for extended periods of time, walking, driving, walking on uneven or slippery surfaces, crouching, lifting
- Dexterity to operate office equipment and small tools
- May be exposed to noise, dust and environmental conditions of heat and cold
- May be subjected to adverse behaviour from the general public and others
- Some travel may be required.

Control over Work Schedule

- 40 hours per week scheduled usually between Monday and Friday
- May be required to work varied and irregular hours including evening and weekends
- Main contact for after hours and emergency call ins.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 40 hours per year

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than noon on Monday, October 16, 2017 clearly indicating Supervisor of Public Works in the subject line. This is a non-union position. The salary range is \$82,675 to \$96,712 annually. Competitive salary, benefits and pension.

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*