



## Public Works Supervisor

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### **Position Summary:**

Reporting to the Director of Infrastructure and Development (“Director”), the Public Works Supervisor is responsible for overseeing the safe and efficient operations of the Public Works Department for the maintenance and construction of the Township’s infrastructure including, road network, parks, facilities, bridge inventory, water and sewer systems, and lands within relevant legislation, polices and budget. This position manages the Department activities including planning, scheduling, monitoring, reporting on tasks/projects as assigned; processing invoices; making recommendations for consideration with budget process; preparing documentation and advising on policies.

### **Duties & Responsibilities, but not limited to:**

#### Public Works - Roads, Rights of Way

- Within accordance to the Minimum Maintenance Standards, manages, coordinates and supports Departmental staff and/or contractors to accomplish maintenance of roads and infrastructure including but not limited to: roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris, and litter pick-up; hardtop road maintenance including patching, sweeping, and shoulder maintenance; loose top road maintenance including patching and washouts, grading, dust control, and gravel resurfacing; safety devices including streetlights, signage, guardrails, and routine patrols; winter control including snowplowing and salt/sanding, culvert thawing, and winter patrols; marking disruptions or damage to road system
- Notifies outside agencies such as school buses, contractors, utilities, residents, &/or OPP when road conditions are unsafe or closed
- Provides emergency response for road/bridge closures, as needed
- Manages all road occupancy, entrance, oversized load applications
- Monitors and maintains inventories of supplies/resources for Department needs

#### Capital & Development Projects

- Works with Director in assessing future construction needs for Township based on needs studies, projections, and recommending short and long-term capital expenditure programs to Council
- Facilitates construction activities of the Department including: preparing specifications for engineering/construction projects; producing calculations for road design, erosion control and related projects, working with consulted Engineers as necessary; directing staff in all aspects of construction and related activities; supervising contractors where used, inspecting work and approving invoices; maintaining contact with related provincial ministries, Conservation Authority, and landowners with any impacts/effects of construction on watershed

- Assists with Township's asset management needs for infrastructure, buildings, and equipment, and maintaining GIS and needs studies to support budget proposals
- Completes processes to ensure updates of the Asset Management Plan

#### Fleet & Equipment Management

- Evaluates condition of Department fleet and equipment and estimates maintenance and replacement timelines and costs for input into Departmental capital plans and budgets
- Manages staff &/or contracted services for the inspections, repairs and maintenance, of Department fleet and equipment
- Oversees completion of regulatory commercial vehicle inspections per CVOR system

#### Parks Operations

- Manages, coordinates and supports Department staff &/or contractors to accomplish for the operations, inspections and maintenance of municipal parks, sport fields, playgrounds and cemeteries including but not limited to: washroom cleaning/repairs, trail/walkway maintenance, building construction, signage, and garbage removal, etc.
- Assists in developing and implementing the planning, design and development processes/actions for new parks, park facilities, infrastructure

#### Facilities Maintenance

- Plans and manages staff &/or contracted services for the operations, inspections and maintenance and repairs of all Township-owned facilities and grounds

#### Water & Sewer

- Assists in the oversight of the Township's drinking water systems, and wastewater and storm sewer systems. Liaises with contracted services &/or staff to ensure all water and sewer services are functioning, inspected, and maintained and in full compliance of legislation
- Coordinates/conducts utility locates, and water meter reads, as needed
- Responds to complaints, watermain breaks, and flooding events

#### Drainage

- Ensures maintenance of storm drains, outlets, and ditches; checking regularly and repairing, as required
- Proposes solutions to drainage issues on Township-owned property
- Works with landowners on drain repairs and approaches that they might take to solve drainage problems; administers drainage maintenance requirements from landowners including obtaining quotes, property allocations for Finance for billing purposes
- Participates in the construction of sewers and drains

#### Administrative & Other Duties

- Provides input and guidance on operating and capital budgets and participates in presentations to Council
- Operates within budgetary allocation, ensuring funds are spent in efficient manner, taking and reporting remedial action where needed.
- Attends Council/special meetings as required, making recommendations, and submitting reports
- With the Public Works Team Leader, supervises Department staff including interviewing applicants and recommending hirings, developing work schedules, providing training, performance management, approving timesheets for payroll, recommending terminations, consulting with Human Resources on employee relations matters

- Responsible for Departmental health & safety, including training, enforcement, communication, acting on hazards, etc. for ensuring a safe work environment for workers and acquired contracted service providers. Reports and investigates all worker/equipment incidents/accidents, to determine root cause(s) and make recommendations on correctives
- Reviews, develops and implements Department policies, design criteria, performance standards and operating procedures to ensure work practices comply with applicable legislation and Township policies and procedures
- Responds to issues regarding concerns from the public, staff, and users of the systems, agencies and ministries
- Directs and supervises implementation of maintenance schedules and relevant budgets
- Assists with preparation and analysis of technical studies and proposals on Township assets
- Participates in master plans related to transportation, parks and open spaces, and underground services
- Supervises the Township's gravel pits including site plans, audits and reports to ensure compliance
- Manages the services for waste and recycling removal at Township facilities and lands
- Monitors and manages the fill operations within the Township according to by-laws and permits
- Administers tenders, RFPs, RFQs and purchases within approved budgets and in accordance with Township's procurement policy

**Qualifications, Knowledge, Skills, & Abilities:**

- Completion of post secondary education in Civil Engineering program or related field or equivalent combination of education, training, and experience may be considered
- Certified Engineering Technician/Technologist (CET) designation an asset
- Completion, or working towards, Certified Roads Supervisor (CRS) designation an asset
- Minimum of 5 years' progressively responsible public works experience in a supervisory role
- Experience in drinking water and storm & sanitary sewer systems operations and maintenance preferred
- Experience with parks amenities and facilities operations and management is considered an asset
- Completion, or willingness to complete, Risk Management Official/Inspector certificate with Drinking Water Source Protection and the Drainage Superintendent's course are considered assets
- Solid knowledge of, and understanding of industry best practices in operations, construction, and maintenance of municipal infrastructure; fleet and equipment maintenance; contractor management; tender and contract administration; road design; estimating; and budgeting
- Knowledge and experience of related legislation including Minimum Maintenance Standards, OHS & applicable regulations, TDG, MOECP, Book 7, Ontario Clean Water Act, Ontario Safe Drinking Water Act & Regulations, Occupier's Liability Act, Highway Traffic Act, Drainage Act, etc.
- Knowledge of regulation pertaining to gravel pit operation
- Knowledge of MTO/CVOR legislation and requirements
- Solid understanding of traffic control standards and requirements
- Demonstrated proficiency with work maintenance management systems (preferably CityWide)
- Familiarity with technology including weather tracking, GIS mapping and building automation systems is considered an asset
- Demonstrates leadership skills including the ability to motivate, recognize and supervise staff with effective mentoring, coaching, and conflict management skills
- Strong focus, analytical and research skills, problem solving skills, project and records management skills
- Demonstrates flexibility, decision making, planning and organizational skills
- Solid ability to interpret and effectively apply legislation, policies, by-laws, best practices, technical reports, standards, and guidelines

- Highly motivated and able to perform with relative independence and judgement with initiative to meet operating requirements and process abnormalities
- Ability to multi-task, shift priorities and complete work in a detailed oriented and timely manner
- Effective customer service, communication and interpersonal skills
- Ability to collaborate to develop effective working relationships, maintain confidentiality, strong mediation skills, and ability to act tactfully with respect to difficult and sensitive situations/complaints.
- Demonstrated financial management skills
- Ability to create and implement effective schedules, plans, procedures, and reports
- Ability to respond to after-hours emergencies in certain circumstances, as required
- Possess and maintain valid Class G Driver's Licence with satisfactory driver's abstract and reliable vehicle for business use; valid Class DZ Driver's Licence an asset
- Occasionally attend after-hours meetings as assigned
- Required to rotate on-call including weekends and holidays to respond to emergencies

Annual Salary Range: \$85,642 - \$107,047 (2024 rates). Based on a 40-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Public Works Supervisor" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*