

Department: Public Works

Division: Road & Park Operations

Reports to: Manager of Road & Park Operations

Supervises: Crew Leaders, Equipment Operators, Gardener, Seasonal Labourers, Students

Position Objective/Summary

The Roads and Parks Supervisor is responsible for directing and supervising the operational and minor capital activities in all aspects of the City's Road network including but not limited to roads, sidewalks, ditches, culverts, bridges, streetlights, forestry, cemeteries, trails, sports fields and traffic devices in both urban and rural settings, while ensuring compliance to all relevant legislation. Responsible for Winter Control and the set-up and assembly of all City special events liaising with multiple departments.

Duties & Responsibilities

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Establish operational parameters to optimize the effectiveness and efficiency of the Roads and Parks processes.
- Ensure that the relevant processes are measured, monitored, sampled, and tested in a manner that permits them to be adjusted when necessary, and records of all adjustments are maintained.
- Ensure that all equipment is properly monitored, inspected, and evaluated, and that records of equipment operating status are prepared and available at the end of every operating shift.
- Respond accordingly to customer concerns, and inquiries.
- Organizing, planning, prioritizing, scheduling, delegating, supervising, and directing the day-to-day activities of personnel.
- Ensure work is carried out and completed in accordance with the Occupational Health and Safety Act and all other applicable legislation.
- Coordinate and oversee routine maintenance and inspections of all Roads, Parks and Cemeteries.
- Oversee and support the operation of all seasons of maintenance and adherence to the Minimum Maintenance Standards.
- Process documentation for all related work activities.
- Prepare reports and attend internal/external meetings as required/assigned; provide advice/guidance and make recommendations on Roads and Parks infrastructure maintenance and operations.

- Review and evaluate service delivery processes with a view to streamlining/updating practices and fostering excellence in services and customer service.
- Job Cost and Analysis: estimating sizes, distances and quantities; determining time, costs, resources, or materials needed to perform a work activity.
- Develop annual operating budgets, monitor operating expenditures, and complete related variance reports.
- Assist with the development of annual capital budgets.
- Prepare and/or review RFPs/RFQs/tenders as assigned.
- Ensure all staff receive required operational training on an ongoing basis.
- Other duties as assigned.

Work Schedule

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Work outside of normally scheduled hours, particularly during seasonal winter control operations, is required.

Education

- Post-secondary diploma in Civil Engineering or an equivalent combination of education, qualifications and experience
- Five years of experience in road infrastructure maintenance and operations or related environment with practical experience in operating procedures, scheduling, and road specific maintenance programs with two years in a supervisory capacity in a unionized environment, preferably in a municipal environment
- Eligibility for or holder of a Certified Roads Supervisor (CRS) designation from the Association of Ontario Road Supervisors.
- Possession of a valid Ontario Class “G” driver’s license in good standing.

Knowledge/Skill/Ability

- Knowledge of applicable regulations, legislation, guidelines, standards, procedures, such as the Highway Traffic Act, Provincial Minimum Standards, Cemeteries Act.
- Intermediate computer skills and experience with a wide variety of programs, such as Microsoft Word, Excel, Outlook, work order systems, and locate software.
- In-depth knowledge of the operations and maintenance of roads, parks and cemeteries.



- Knowledge of sports field operations.
- Proven analytical, organizational, planning, and leadership abilities.
- Experience in managing field operations including knowledge of Occupational Health and Safety Act requirement and field safety procedures.
- Hazard recognition, problem-solving, mediation, budgeting, contract administration, teaching, coaching, motivation, planning, and organizing.

Work Conditions

- This position works in the field as well as in office.
- Overtime is expected.

Position History

October 2024- This Job Description was reviewed for accurate content and AODA compliance.

Reviewed by department and approved by:

Scott Luey – Chief Administrative Officer

Date