



## Internal Job Posting

### Roads Supervisor

Competition #2024-01

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. We are looking for a Roads Supervisor to join our team! The Roads Supervisor will direct the activities of the Roads crew to ensure that maintenance and repair services are provided for roads, sidewalks, streetlights, storm and sanitary sewers and other Town infrastructure or property as may be required.

#### **Duties include but are not limited to:**

- Direct and coordinate the activities of Roads employees including assignment of job duties and make recommendations regarding the hiring of casual labour (e.g., seasonal, contract and students).
- Patrol roads to determine those which require clearing or repairs, the replacement of street signs, traffic light repairs, etc. to meet minimum maintenance standards or to address public safety or concerns.
- Monitor work of Roads employees in accordance with union contract; maintain discipline, provide advice, and demonstrate good work habits and methods.
- If Union Roads employees are unavailable for duties, arranges for casual labour and/or operates equipment including but not limited to a snowplow, sidewalk plow, front-end loader, and sander to remove snow and ice from roads and sidewalks, as may be required to meet minimum maintenance standards, MTO regulations, Employment Standards, and operational needs.
- Supervise the repairs to asphalt and paved surfaces, the repairs and installations of sanitary sewers, catch basins, and storm sewers performed by Town employees and outside contractors. Ensure that all repair information is provided to the GIS Technician for tracking.
- Record and maintain a written account of all work-related activities, including the review and preparation of timesheets by Roads employees.
- Order and approve the purchase of materials.
- Respond to complaints and requests for service from the public, members of Council, and other Departments and track using the work order system.
- Ensure that employees complete all tasks and operate all vehicles and equipment in a safe manner in accordance with the Town's Health and Safety Policies.

#### **Required Qualifications:**

- Post-Secondary education in the field of engineering or equivalent work experience.
- Experience working within a Municipal and/or Unionized environment dealing with construction and municipal servicing required.
- Road Supervisor or other similar supervisory training required.
- Sewage Distribution System Class 2 License.
- Supervisor experience is required.
- Chain Saw Cutter License is considered an asset.
- Confined Space Certificate is considered an asset.
- WHMIS Certification is considered an asset.
- Bilingualism (English & French) would be considered an asset.
- Superior computer skills including word processing/spreadsheet software, internet and email programs and related office equipment.
- Must have excellent telephone manner, public relations and interpersonal skills.
- Must have excellent organizational, verbal and written communication skills.
- Must recognize when matters are confidential and exhibit discretion.
- Must be able to deal with multiple competing priorities..
- Knowledge of Occupational Health and Safety related legislation and practices is required.
- Class DZ Driver's Licence. Ability to Operate multiple but related pieces of equipment.

**Compensation:** The current rate of pay for this position is \$83,699.00- \$97,885.00 per year, based on a 40-hour workweek. The Town offers a competitive benefits and pension package.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on January 22nd, 2024** to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.