



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Operations Supervisor

(Posting #2025.46T)

Department:	Operations and Infrastructure
Division:	Operations
Location:	Egypt Operations Yard
Status:	Temporary, Full Time (1 year contract)
Hours of Work:	40 hours per week (7:30am – 4:00pm)
Number of Positions:	1
Annual Salary:	\$104,167.86 - \$126,616.68
Date Posted:	May 1, 2025
Date Closing:	May 15, 2025

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

Responsible for overseeing road and right-of-way maintenance activities and infrastructure replacement and rehabilitation activities performed by staff and contractors, and for evaluating activities and project deliverables to identify efficiencies and opportunities for improvement as well as responding to public inquiries and complaints. ***For full details, please see attached job description.***

Minimum Qualifications

- Completion of College diploma in a related field;
- Certified Road Supervisor (C.R.S.) required – or enrolled in application process
- Minimum five (5) years' related experience, preferably in a municipal environment
- Previous supervisory experience, preferably in a unionized environment, with demonstrated ability to prepare work schedules and exercise sound judgment
- Experience in the use/operation of road operations equipment
- Through the winter season will be required to work overnight, evenings or weekends through the winter season.
- MTO Drivers Abstract in good standing required to operate Corporation vehicles;

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with

disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301

JOB DESCRIPTION

Title:	Supervisor, Operations	Position #:	NU39
Department:	Operations & Infrastructure	Division:	Operations
Date Created:	March 8, 2021	Revision	March 2022
		Date:	
Reports To:	Manager, Road Operations	Job Grade:	6
Direct Reports:	Engineering Technologist, Arborists, Lead Hands, Road Attendants, Labourers, Seasonal & Temporary Employees, Contractors		
Indirect Reports:	Contractors, Clerk		
Employee Group:	Non-union		

Position Summary

Responsible for overseeing road and right-of-way maintenance activities and infrastructure replacement and rehabilitation activities performed by staff and contractors, and for evaluating activities and project deliverables to identify efficiencies and opportunities for improvement as well as responding to public inquiries and complaints.

Responsibilities

- Supervision**
- Manages day-to-day, week-over-week and seasonal scheduling, organization, coordination and monitoring associated with the work of a group of 10 or more staff and contractors
 - Provides supervision of unionized staff including: performance review and planning, training and development, problem solving/dispute resolution, discipline, and makes recommendations on hiring/promotion/ transfer/succession planning and termination. Delivers the seasonal hiring program.
 - Prepares work schedules, as required on a daily, weekly and/or annual basis, and approves time sheets
 - Manages, motivates and mentors staff cultivating innovation, and building a highly effective team while delivering high standards of work quality and organizational performance
 - Manages winter maintenance planning by developing work plans, route planning, material inventory and arranges sufficient staff and equipment to provide required winter maintenance operations
 - Staff deployment and field supervision for: maintenance and repair work related to Roads, Forestry, sidewalks, boulevards, street/traffic signage, catch basin cleaning, stormwater management, road patching, litter/debris pickup, sweeping, culvert maintenance, fencing and guardrail repair/installation and curb and sidewalk repairs.
 - Supervises winter operations in line with the Town Adopted Standards and Ontario Regulation 239/02 including road patrols, snow plowing, snow removal and

salting/sanding on roads and sidewalks, seniors windrow assistance program, culvert steaming and debris removal to ensure proper drainage etc.

Customer Service

- Responds to enquiries and/or resolves complaints from the general public and staff, etc.
- Completes site reviews, identifies issues, creates work plan and delegates rectification measures independently
- Provides assistance to community related events including planning, coordination of setup, takedown of road closures and associated signage, barricades and fencing.
- Works in fast paced environment with the ability to respond to inquiries from and/or liaises with residents, Councillors, businesses, contractors/suppliers, internal departments, on contracts, equipment/materials needs, maintenance programs/policies/procedures, contract administration and customer service issues, and other Operations related matters, as required.

Financial and Contract Oversight

- Prepares necessary purchase orders as required.
- Leads with the preparation and evaluation of tenders, coordinating contract start-up upon bid award, inspecting and supervising contracted and project work and materials/supplies delivery in the field, tracking contractor/supplier performance, coordinating stake-outs and necessary permits, trouble-shooting with contractors/suppliers in the field, coordinating the timing and delivery of bulk materials supplies, completing necessary reports/documentation related to contracted services and ensuring health & safety and legislative/regulatory compliance.
- Administers assigned contracts including conducting field inspections and monitoring/tracking contractor performance to ensure compliance with tender specifications, health and safety, and other applicable legislation/regulations; trouble-shooting in the field where issues/problems arise; reviewing and authorizing progress draws and making recommendations on change orders where necessary; prepares necessary follow-up reports/documentation.
- Prepares contract specifications and statement of work (service delivery, materials, consultants, equipment etc.) without assistance and ready for review in final draft form
- Procures, awards, and administers approved contract through to completion of the contract
- Manages the competitive procurement process (Request for Tender, Request for Quotation, Request for Proposal) in conformance with the Town's procurement policy
- Provides contract administration activities including award, instruction notices, change directives, change orders, damage notices and overall analysis of data
- Administers road operations permits, as required, noting deficiencies and/or approving release of security hold backs, and other inspection activities to protect municipal infrastructure
- Identifies road operations activities that require the support of external contractors and service providers
- Reviews and approves payment certificates and invoices, ensuring prompt payment
- Maintains thorough financial records for all projects using the Town's enterprise Financial System and other tools
- Manages contract deliverables and ensures health and safety principles and policies are followed at all times
- Understands Risk Registers and Risk Treatment Plans for all projects
- Prepares memorandums, briefing notes and reports for Town Council as they relate to any Road Operations activity or contract
- Assists in the annual Operating and Capital budget preparation process, and monitors assigned budgets throughout year

- Provides budget planning and forecasting on both short and long term cycles

General

- Operates equipment/vehicles as necessary
- Responds to emergency situations as required
- Participates in the Town's Health & Safety Program; complies with (and ensures that all staff supervised comply with) the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training

- Completion of College diploma in related field
- Designation as a Certified Engineering Technician or Technologist is an asset
- Certified Road Supervisor (C.R.S.) required – or enrolled in application process
- Additional certificates and training in road operations and equipment considered assets:
 - Ontario Traffic Manual Book 7 (Temporary Conditions) Traffic control and safety
 - Arborist Training
 - OGRA training and courses

Experience

- Minimum five (5) years' related experience, preferably in a municipal environment
- Previous supervisory experience, preferably in a unionized environment, with demonstrated ability to prepare work schedules and exercise sound judgment
- Experience in the use/operation of road operations equipment
- Previous contract development and contract management experience
- One (1) year on the job for the period of adjustment, orientation, and adaptation

Knowledge

- Ability to utilize land survey equipment (GPS systems and laser levels) on the job-site for verification of location, line and level for civil works, problem solving and scope generation
- Thorough working knowledge of project management/contract administration principles, practices and procedures, procurement processes, the Occupational Health & Safety Act and Construction regulations, in a municipal operations environment, Provincial Minimum Maintenance Standards for roads, the Highway Traffic Act and related pertinent legislation/regulations/guidelines, roads maintenance/operations standards and preventative maintenance/quality assurance practices, labour relations principles and collective agreement administration, and contemporary management practices.
- Knowledge of the application of Ontario Traffic Manual, including Book 7 (Temporary Conditions) training and application
- Knowledge and demonstrated experience working in a computerized work environment including extensive use of Microsoft Word and Excel, the use of Service Request Systems, Work Order Systems, Automatic Vehicle Location systems, Geographical Information Systems (GIS) and other work management software

Competencies

- Demonstrated ability to lead teams, and foster collaborative work environments
- Strong customer service skills, with a demonstrated ability to communicate professionally with the public
- Excellent interpersonal, time/project management, organizational, contract administration, analytical, recordkeeping, work prioritization, problem-solving, leadership and staff development/supervisory skills.
- Demonstrated ability to read and understand engineering drawings and specifications.
- Demonstrated ability to successfully manage and administer municipal road operations contracts
- Excellent writing and analytical skills for the development of contracts within budget
- Ability to plan and monitor project budgets using financial software and reporting systems
- Excellent organizational and problem-solving skills

Physical Demands and Working Conditions

- Normal office conditions and regular on-site (daily) work
- Must be able to work in inclement weather conditions
- Will be required to work early mornings during the winter season on a regular basis
- Through the winter season will be required to work overnight, evenings or weekends through the winter season.
- Minimum Class "G" Driver's License. Class "D" Driver's License, with Z endorsement considered an asset
- MTO Drivers Abstract in good standing required to operate Corporation vehicles;
- Occasional heavy lifting of materials
- Regular travel to attend sites and patrol roads;
- Exposure to extreme temperatures
- May be required to respond to emergencies on weekends/evenings.