



Manager of Road and Fleet

The Manager of Roads and Fleet reports to the Director of Public Works and is responsible for the coordination and supervision of road operations and fleet management. This position plays an integral role in the maintenance of infrastructure to ensure proper operation and adherence to municipal policies, procedures, and by-laws and compliance with related legislation, regulations, and standards.

Closing date

Applications will be accepted until November 29, 2024.

Rate of pay

The rate of pay for this position is \$100,402 to \$117,457 for a 40-hour work week.

Duties

This role will require you to:

- assign and oversee the completion of work, setting and appraising performance standards, approval of vacation, and carrying out disciplinary action
- ensure compliance with the Commercial Vehicle Operator's Registry, Occupational Health and Safety Act, Ministry of Labour, and other legislative requirements
- inspect roadways to ensure compliance with Level of Service (LOS) and Maintenance Standards
- manage procurement for of all capital and operating projects pertaining to road operations including fleet and equipment replacement
- monitor the work of contractors to ensure contract terms are met, follow up with contractor(s) when deficiencies are noted, and if required initiate corrective action (e.g., assignment of a penalty) and authorization of payments
- oversee and supervise the construction of municipal roads
- prepare staff reports, as well as other reports and documents regarding road operations and fleet management and attend

Council/Committee meetings, community group meetings, and/or meetings as required

- prioritize workloads and work effectively and efficiently with minimal supervision
- respond to inquiries from the public, community groups, and other departments regarding maintenance conditions of roads and resolve any complaints
- routinely investigate, detect, and respond to reports of hazards and/or deficiencies that may adversely affect infrastructure or cause a risk to public safety
- supervise daily Foreperson operations

Qualifications

- 3 years of progressive supervisory or managerial experience
- 5 years experience in the maintenance and construction of roads, operations, and maintenance of equipment
- certified Engineering Technician (CET) or college diploma in a related discipline
- certified Road Supervisor, or willing to complete
- demonstrated effective leadership skills
- mechanical, operational, and technical expertise in road-related activities including vehicles and equipment
- possess excellent public relations, written and oral communications, organization, and time management skills with the ability to set priorities, self-motivated, and work independently with minimal supervision
- strong computer skills using MS Office applications. Knowledge of AVL interfaces, GIS, and other municipal software
- valid Ontario G licence