



Job Opportunity: Operations Manager, Roads & Fleet Services

In all we do, we have the freedom to be our best self, belong, excel....

Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. With several exciting projects underway such as Orbit and the development of a new South Campus of the Royal Victoria Regional Health Centre, Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

Why You?

Join the Operations Department at the Town of Innisfil, where your expertise is crucial to our "Community First, Future Ready. Balance Always." strategic vision. As part of this dynamic team, you'll directly enhance essential services by overseeing public works including Fleet, road and infrastructure maintenance, ensuring safety and efficiency. If you are dedicated, proactive, and eager to make a positive difference in our community, we want to hear from you!

We are looking for a dynamic and collaborative leader to join our team as an Operations Manager, Roads & Fleet Services! As a member of the Town's Leadership Team, you will provide strategic leadership to the Roads and Fleet teams and will be responsible for planning the delivery of projects, services and service levels to fulfil the Departmental, Corporate and Community Strategic Plans and projects to meet the various Master Plan and long-term Capital plans, as well as:

- ✓ Leading the management, operation and administration of the roadway and sidewalk networks, bridges, fleet and equipment operations including bulk fuel tanks
- ✓ Managing maintenance and repair procedures on the road and sidewalk network and winter control; maintenance of municipal infrastructure including traffic signals, ditches, streetlights; managing fleet, vehicle and equipment acquisition, maintenance, and disposal
- ✓ Preparing and monitoring annual operating and capital budgets pertaining to Roads & Fleet Services in consultation with the Director of Operations
- ✓ Ensuring workspaces, staff and activities comply with legislation and town policies and procedures including ensuring the safety of workers and users of municipal spaces and infrastructure
- ✓ Participating as a leader within the Operations Team, providing key input on departmental planning and strategic initiatives, leading and participating on project teams

- ✓ Monitoring overall performance of Roads & Fleet Services against the business plan and budget; prepare and submit periodic performance/variance reports with initiation of corrective actions as necessary

The preferred candidate holds:

- ✓ College Diploma in Civil Engineering Technology, Business Administration or related designation is an asset. Experience in preparing and presenting concise reports and oral submissions, asset management materials, preparation, submission and management of budgets, or equivalent combination of education and experience.
- ✓ Certified Engineering Technologist (CET) designation from the Ontario association of Certified Engineering Technicians and Technologists (OACETT) or designation and accreditation as a Certificated Road Supervisor, from the Ontario Good Roads Association is preferred.
- ✓ Project Management Certificate or Lean Management certificates are considered an asset.
- ✓ Minimum of five (5) years related experience at a managerial or supervisory level in a unionized municipal road and/or fleet environment.
- ✓ Thorough knowledge of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways and the Ontario Traffic Manual.
- ✓ Availability to attend evening and/or weekend meetings or other events and to respond to emergencies as required.
- ✓ Valid Class 'G' Driver's License in good standing and a reliable vehicle to use on corporate business. Possession of valid DZ license is an asset.

Closing date is **April 13, 2025**.

The salary range for this position is \$128,861 - \$164,461 per annum (Based on a 35-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

