



Career Opportunity

The Region of Waterloo is currently recruiting for a:
Full Time Area Supervisor (Roads)

Department: Transportation Services

Division: Transportation

Hours of Work: 35 hours per week

Location: Operations Centre, 100 Maple Grove Rd., Cambridge (on-site)

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

The Region of Waterloo Transportation Operations team is evolving, and we are looking for an Area Supervisor (Roads) who is passionate about the job and will grow with the team. Come join our growing team where you matter and where your ideas and contributions make a difference in this vital position.

The Opportunity:

Reporting to the Manager, Transportation Operations, this exciting opportunity would be well suited for an enthusiastic, creative and collaborative self-starter who thrives in an environment of innovation and change. You will Supervise crews assigned to roads maintenance operations on Regional roads, including surface, shoulder and roadside, ditch and waterway, storm sewer/infrastructure, landscaping, and winter maintenance activities of entire roadway right of way. Performs road patrols to monitor operations.

Apply your Knowledge, Skills & Abilities:

- You will supervise Heavy Equipment Operators, lead hands, and summer students. Administers contracts with contractors and suppliers relating to public works activities and special equipment.

- Patrols roads to monitor quality of work, and identify and assess hazardous situations/serious maintenance needs requiring immediate attention and that could result in liability claims, including emergency maintenance. Assesses maintenance needs/requirements in rural areas.
- Determine materials, staff, and equipment required for projects. Prepares daily and weekly work schedules. Assigns staff and issues instructions. Conducts regular meetings and maintains communication links with staff.
- Assist Manager to develop policies, long range plans, annual maintenance programs, budgets, and equipment and material requirements.
- Assist in the maintenance of the maintenance management system. Makes recommendations and assists to update physical inventories and work specifications/requirements (e.g., work methods/procedures, crew sizes/staffing, unit cost/productivity values, performance budget, quality standards, service level standards).
- Monitors road conditions and arranges winter maintenance/snow removal
- Ensure procedures are followed for winter maintenance equipment inspections and servicing. Supervises preparation and removal of winter maintenance equipment.
- Ensure vehicles and equipment are fully operational at all times.
- Report unauthorized access openings/work on roads. Issues stop work orders/safety procedures to contractors/utility companies working on Regional roads.
- Assist to develop recommendations for the 10-year Rural Capital Construction Program.
- Conduct railway crossing inspections to maintain safe, smooth crossings
- Participates with agencies and other departmental staff for emergency spill response.
- Controls material resource inventory. Assists in equipment/tool procurement, and coordinates with other staff for equipment maintenance/purchases. Ensures vehicles, equipment, and small tools are securely stored, and ensures staff check safety and other equipment-
- Administers assigned portion of budget.
- Prepares budget forecasts, and monitors budget expenditures.
- Has contact with other departmental staff and Legal Services to exchange information (e.g., roads activities, permits, specifications, approvals). Exchanges information with Ministries, conservation authority, area municipal staff, school boards, police, fire, ambulance, health and safety officials, the public, and media regarding roads maintenance. Responds to complaints and service requests from the public, police, and other agencies.
- Backs up the Manager and other Section supervisors as required.
- Performs related duties as required.

Apply Your Experience at the Region of Waterloo

- Knowledge of public works administration, methods, and procedures; road construction and maintenance equipment operation; and surveying, normally acquired through a diploma in a related field (e.g., Engineering Technology at the Technician or Technologist level), plus progressively responsible directly related experience.
- Membership/eligibility for membership with the Ontario Association of Certified

Engineering Technicians and Technologist (OACETT) or membership/eligibility for membership with the Association of Ontario Road Supervisor (AORS).

- Knowledge of and ability to comply with policies, procedures, manuals, collective agreements, and legislation (e.g., health and safety, hazardous materials, transportation of dangerous goods, highway traffic act, drainage, pesticides, regional by-laws).
- Analytical, problem solving, organizational, and continuous improvement skills to organize and coordinate the work of supervised staff; research road maintenance equipment/materials and assist in the development of equipment and maintenance procedures; determine priorities; prepare performance reports; and make decisions regarding emergency situations.
- Leadership, human relations, and communication skills to supervise, train, develop, motivate, and support staff; act as a witness in Court if needed; conduct presentations and training to staff and outside groups; respond to public complaints; and participate as an effective team member.
- Ability to read and interpret manuals, reports, correspondence, and instructions.
- Ability to write reports, specifications, and correspondence.
- Computer skills with ability to use software such as Microsoft Office, and finance/accounting systems.
- Must have a valid class D driver's license with Z-air brake endorsement and acceptable driving record to operate Regional vehicles, as required. Or, must have a valid G driver's license and acceptable driving record upon hire and attain a valid class D driver's license with Z-air brake endorsement within probationary period.
- Ability to participate in an official standby/on-call rotation to respond to legislated or time sensitive demands beyond regularly scheduled work hours.
- Ability to support and demonstrate the Region's values.

Additional Information:

Compensation:

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$92,201.20 - \$115,260.60 per annum (Grade 7 on the Management & Management Support wage scale).

We invite candidates to apply using the following link <https://bit.ly/3FaQkNw>.

Consideration will be given to candidates that are not fully qualified when no fully qualified applicants can be identified.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free

recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.