



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

Township of Brock Job Posting Supervisor of Operations

Reporting to the Director of Public Works, the Supervisor of Operations is responsible for the day to day operation of the Public Works Department for Brock Township. The Supervisor is responsible for overseeing 13 full time staff and 7 casual staff who maintain over 700 lane km's of road and over 75km of sidewalk. This position will provide daily direction to staff for tasks including, but not limited to, road maintenance, regulatory sign repair and inspections, waste collection, drainage, storm water collection, brushing, snow removal, regulatory winter road patrols, and year-round infrastructure inspections.

This position is also responsible for arranging contractors and/or administrating contract agreements for services including, but not limited to, vehicle and equipment maintenance, fuel consumption, salt and sand bulk storage, street sweeping, catch basin clearing and flushing, tree removals, etc.

Key duties and responsibilities:

- Oversee the repair and maintenance of roads, sidewalks, ditching, brushing, vehicles and equipment, drainage, waste collection, and roadside mowing
- Oversee and schedule regulatory infrastructure inspections, monitoring current status of safety devices including, but not limited to, signs, guiderails, bridges, culverts, potholes, gravel washouts, sanitary and storm sewer depressions, and site lines in accordance with the Ontario Minimum Maintenance Standards
- Monitor staff performance and ensure compliancy with respect to Town policies and by-laws, safe and effective use of vehicles and equipment, completion of daily work assignments, attendance, and adherence to the mandatory PPE requirements while on duty
- Investigate and schedule contracted services as needed regarding forestry work or any other resident concerns involving tree maintenance within the municipal right of way
- Represent the corporation as a member of the Health and Safety Committee and work with staff representatives to follow up on any identified action items resulting from regulatory Health and Safety inspections within the Public Works facilities
- Oversee and lead the operation of a winter weather event by assigning routes to staff, determining appropriate salt/sand rates, calling in seasonal casual labourers, responding to and inspecting resident requests, and communicating the event progress to the Senior Management Team
- Assist with diagnosing and scheduling both in-house and contracted service repairs to licensed vehicles and off-road equipment with respect to unplanned repairs, annual safety inspections, regulatory emissions tests, and seasonal/changeover maintenance
- Participate in staff recruitment for hiring new and/or replacement positions and recommend disciplinary action when needed to the Director of Public Works
- Participate equally with the Capital Projects Coordinator and Public Works Assistant on future year budgeting, ongoing forecasting, and provide recommendations to the Director of Public Works where any increases are deemed necessary
- Must be available to participate in the after-hours on-call schedule throughout the spring and summer months

If this information is required in an accessible format,
please contact the Township at 705-432-2355.



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

What we offer:

The Township offers quality of life outside of the city. Located at the northeastern edge of the GTA, you can enjoy the peaceful environment of a rural location with the convenience of living close to the city. We provide a flexible work environment with a small, dedicated, and supportive team environment.

This is a full-time, permanent position. The Township of Brock offers a competitive salary (\$82,589 to \$102,022) and a comprehensive benefit package as well as enrolment in the OMERS pension plan.

Our ideal candidate will have the following qualifications and skills:

- Post secondary diploma in Civil Engineering Technology, and/or related field, or approved combination of education and experience in a roads maintenance capacity
- Certified Roads Supervisor designation or eligible to obtain within a reasonable timeframe
- 5-years progressively responsible experience in a related field, with 3-years in a supervisory or leadership role
- Previous Municipal Public Works experience would be considered an asset
- C.Tech, or CET designation with OACETT would be considered an asset
- In depth knowledge of road maintenance and development, municipal drainage, infrastructure, fleet, and asset management
- Thorough understanding of the Ontario Minimum Maintenance Standards
- Technical knowledge of the legislation and policies that affect roads and stormwater management operations
- Excellent interpersonal and communication skills with the ability to develop effective working relationships with employees, developers, Council, and the public
- Class "D" Driver's License with a "Z" Endorsement in good standing

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:30 p.m. on Thursday, October 24, 2024** to:

hr@brock.ca

The Township of Brock is an equal opportunity employer. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require to ensure your equal participation. We thank all applicants for their interest and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

If this information is required in an accessible format,
please contact the Township at 705-432-2355.