

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Supervisor, Road Operations and Construction

Reporting to the Manager of Roads Operations, you will direct and supervise work crews and contractors for maintenance/construction of all County roads, structures, and safety systems. You will also provide input into assigned budgets, prepare contracts, monitor contract budgets, and ensure that all contract maintenance repairs are completed in a timely manner. An excellent communicator, you will provide front-line customer service by investigating and responding to concerns of residents, other divisions, outside agencies, and County Council.

Education and Experience:

- Secondary School Diploma required and/or any equivalent combination of training and or experience that provides the required knowledge and abilities.
- Seven (7) to ten (10) years of road operations experience in maintenance & construction as well as winter maintenance experience.
- At least, three (3) years current related experience, in a supervisory capacity.
- A Certified Roads Supervisor (CRS) designation from the Association of Ontario Road Supervisors is an asset.
- Knowledge of the OHSA, WHMIS, Construction Lien Act, human rights legislation, road construction/maintenance methods.
- **The ability to work dayshift, nightshift, on-call, beyond regular hours, and drive in varying climatic conditions.**
- You must be knowledgeable with Microsoft Office Suite, adapt at learning other program specific software and ability to keep accurate and detailed records.
- Self-motivated and able to act independently and as part of a team.
- You have experience in administration, including financial and operational requirements.
- Excellent organizational and customer service skills and proven oral and written communication skills

A valid Class G driver's license with a clean abstract and access to a personal vehicle is required. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Tuesday, September 6, 2022**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.