Logo, company name

Description automatically generated **Construction Supervisor**

**Job Number:** CONST005094

**Position Status:** Full Time

**Union:** Non Union

**Division:** Infrastructure and Development Services

**Facility:** Administration Building

**City:** Wyoming, Ont.

**Number of Positions:** 1

**Hours of Work:** 40 hours per week, Monday to Friday, 7:00 am - 4:00 pm

**Wage Rate:** $47.09 - $56.06/hour

**Date Posted:** September 9, 2024

**Closing Date:** September 22, 2024

**Starting Date:** October 21, 2024

**Company Biography**

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 25 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

**Position Summary**

Direct all road construction, major maintenance and culvert projects, supervising County field staff and overseeing the activities of hired contractors including job costing and payment processing.

**Job Duties and Responsibilities**

**Capital Activities:**

* Assume responsibility for Capital Activities, organize crews for new construction projects, assigning duties, checking work (quality control) arrange for/schedule County equipment as well as hired equipment
* Manages the procurement lifecycle for road construction activities, including preparing and issuing requests of tender (RFT), request for quotation (RFQ), evaluating proposal and awarding contracts in accordance with the County’s Procurement Policy.
* Supervise entire capital activities, make necessary design changes
* Ensure that all safety procedures are followed (construction, drainage, utility work, etc.).
* Oversees contractors in culvert construction.
* Track activity costs vs. budget.  Maximize/Utilization of all available resources.
* Complete payment certificates for capital activities.
* Oversees excess soils program and ensures compliance with Provincial and County Standards.
* Assume responsibility of Capital activities in absence of the Public Works Manager.

**Pre-Engineering and Design:**

* Complete all pre-engineering work for present jobs or future jobs
* From survey notes develop construction plans, grades, etc.
* Reviews, comments and approves final road design drawings ensuring that the final design meets the County’s requirements/standards and acceptable construction standards
* Calculate quantities, costing jobs, draw up “tender” documents
* Complete actual “survey” work from which plans are developed
* Assists the Development and Transportation Coordinator with the traffic data collection program, including documentation and analysis as required.
* Assists the Operations Manager – Roads, as required, on field design changes, interpretation of drawings, resolving job problems and related matters.

**New Utilities:**

* New utilities on County Right of Ways:  give input as to location, approve/locations, supervise actual work and ensure County right of ways are restored properly.  During installation/restoration ensure that County interests are adhered to such as underground culverts, boulevards, etc.
* Oversees the coordination of work performed by utility companies and railways.

**Other Duties:**

* Responsible for County’s interest Municipal Drains – accept/approve invoices and oversees coordination of the work performed in the County right-of-way related to municipal drains.
* Oversees excess soils program and ensures compliance with Provincial and County Standards.
* Acting on the County’s behalf, will maintain, update and respond to questions for projects being registered on the Excess Soils Registry.
* Arrange for property acquisition as required for road widening, etc.

**Communication:**

* Maintain good relations property owners, contractors, utilities, railways, etc.
* Respond to rate payer complaints.
* Represent the County as required in liability claims.

**Supervisory:**

* Assists in hiring of technical staff and responsible thereafter for their supervision, orientation, and training, and supports the Public Works Manager when necessary.
* Responsible for employee appraisals.
* Assist in disciplining and terminating employes.
* Provide direct supervision to assigned staff (Construction Technicians, Public Works Technician, and Seasonal Staff, including directing activities, assigning workload, evaluating performance, recruitment, discipline, coaching, mentoring, training, health & safety, etc.
* Provide functional supervision to hired contractors performance performing work on behalf of the County.

**General:**

* Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
* Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

**Direct Supervision:** Public Works Technician,Construction Technicians (2), Seasonal Staff

**Indirect Supervision:** Other Departmental Staff as required, Contractor and Consultant personnel as required.

**Functional Authority:** Provides direction, consultative services and advice on employee/technical issues and services to the groups listed above as well as corporation/division/department/designated client groups.

**Credentials Required**

**Minimum Formal Education**

* Three-year post-secondary Diploma through a Civil Engineering diploma program from a recognized Community College.
* Certified as an Engineering Technologist (CET) with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

**Experience**

* A Minimum of eight (8) years experience in engineering, design and construction of roadway, culvert and bridge infrastructure preferably in a municipal setting
* Typically requires 5 years of practical experience in Civil Construction projects, preferably in a municipal setting, with at least 2 years in a supervisory capacity.
* Thorough knowledge of Civil Engineering practices pertaining to design and construction, contract administration and municipal procedures.
* Working knowledge of Ontario Traffic Manuals, O.P.S.S. and O.P.S.D., Transportation Association of Canada (TAC) guidelines, Roadside Safety Manuals, Occupational Health and Safety Act, Ontario Municipal Act, Planning Act are all considered an asset.
* Demonstrated ability to use multiple office software products including Traffic Analysis Software, Microsoft Office, Autodesk Land Desktop/Civil 3D, and ESRI software.
* Possess excellent written communication skills; able to prepare clear, effective reports, letters and memoranda.
* Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
* Courtesy and diplomacy in dealing with the public, other agencies, and other staff.
* Ability to work in a team environment and independently with limited supervision.
* Ability to conduct field work, site, and construction inspections.

A valid Ontario driver’s license and use of a vehicle.

**How to Apply**

Applications are accepted online until 11:59pm on Sunday, September 22, 2024. Please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and select job posting CONST005094 Construction Supervisor to apply.