

Job Title: Road Operations Coordinator - Storm

At Halton Region, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. Halton Region is committed to providing accommodation to individuals with disabilities throughout the recruitment process.

If you are looking for a role where you can lead a team towards the delivery of municipal infrastructure projects for the residents of Halton, we want to hear from you. Over the next 10 years, the Region will be investing over \$5 billion in transportation, water and wastewater infrastructure. We are committed to delivering high quality infrastructure for the residents, businesses and visitors to Halton Region, and are looking for dedicated, forward thinking and enthusiastic individuals to join our Public Works team!

As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. This position is eligible for our Hybrid Work Program.

Posting ID: 3327

Department: Public Works

Division: Waste Management & Roads Operations

Pay Range: \$77,641 - \$103,521

Job Type: Permanent

Hours of Work: 35 hours per week

Work Location: 1151 Bronte Road, Oakville, Ontario

Employee Group: OCT

Posting Date: July 29, 2024

Application Deadline: August 18, 2024

Job Summary

Responsible for coordinating programs and policy to ensure that Halton's stormwater management system continues to remain in a state of good repair by coordinating asset management, operations and maintenance of Halton Region's Stormwater Management System. This position will provide customer-focused services to internal and external clients on matters relating to Halton Region's stormwater management and other road-related infrastructure.

Duties & Responsibilities

- Responsible for ensuring compliance with Halton Region's Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) including the implementation of Halton's stormwater monitoring plan, O&M Manual, and reporting to the Ministry of the Environment, Conservation and Parks.
- Prepares and executes procurement (Request for Proposals and Tenders) including administration of resulting contracts through to completion, project management of file, assigning of work if required, invoicing and renewing contracts for operational and maintenance of infrastructure including: Storm Sewers, Oil Grit Separators, Infiltration Chambers, Culverts, Maintenance Holes, and Road Sweeping.
- Reviews and provides comments for internal (i.e. Development Services and Engineering & Construction) and external stakeholders pertaining to development and non-development design reviews and studies.
- Oversees the management of Halton Region's stormwater GIS database for provincial reporting, asset management, Ontario OneCall, and Tangible Capital Assets
- Conducts field investigations and coordinates works maintenance and operational programs.
- Analyses and reviews operational data and makes recommendations to supervisor and manager to support program improvements, including activities associated with the Regional Roads Maintenance Agreement or parallel programs.
- Provides detailed information to assist in the annual preparation of the road / storm operations and maintenance Capital and Operating budget.
- Responds to and ensures resolutions to resident inquiries and complaints while providing excellent customer service to development industry stakeholders.
- Prepare road operations related memos and reports for Senior Management / Council.
- Liaise with with multi-disciplinary teams that undertake internal and external projects related to the operation and maintenance of Stormwater & Road Infrastructure.

Skills & Qualifications

Essential

- Diploma in Civil, Construction or Transportation Engineering.
- Minimum of five (5) years of relevant experience.
- Strong analytical, organizational, time management, project management and critical problem solving skills.
- Strong customer service skills and a commitment to quality and compliance.
- Practical knowledge in Civil Engineering principles.
- Practices pertaining to the operation and maintenance of stormwater infrastructure, roads, and traffic engineering.
- Comprehensive knowledge of the OPS Standards, TAC Geometric Design Guide, Ontario Traffic Manual (OTM), Municipal Act, O. Regulation 239/02: Minimum Maintenance Standards for Municipal Highways, Highway Traffic Act (HTA), and O. Regulation 588/17: Asset Management Planning for Municipal Infrastructure.
- Excellent computer skills in Microsoft Office, databases and GIS applications (ESRI) are required
- Registration, or eligibility for registration, in The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is required.
- An equivalent combination of education and experience may be considered

Preferred

- Experience with Route Patrol Manager

Working/ Employment Conditions

Working Conditions

- Occasional work outside of Halton's core work hours
- May be required to participate as a staff member of after-hours standby.
- Must supply their own transportation at times to travel between locations within Halton Region while possessing and maintaining a valid class 'G' driver's license.

Employment Conditions

- The incumbent will be required to provide a copy of their driver's license by their first day of employment.

Important information about your application:

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

Halton Region serves more than 624,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to the delivery of high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment.