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| Job Title: | Manager of Transportation |
| Last Revised: | August 2025 |
| Department: | Public Works Department |
| Reports to: | Director of Public Works |
| Salary Range: | \$84,816 to \$99,735 |
| Closing Date: | 23 rd September 2025 |

PURPOSE OF THE POSITION:

The Manager of Transportation provides leadership and operational management for all municipal transportation services, combining strategic support to the Director of Public Works with independent management of daily operations, fleet management, capital projects, and staff supervision.

HOW TO APPLY:

Please email a resume and cover letter to pwdirector@northglengarry.ca before the closing date

KEY DUTIES AND RESPONSIBILITIES:

Strategic Support

- Support multi-year strategic planning, Transportation Asset Management Plans, and corporate policy development
- Assist with annual budget preparation, capital works planning, and Council presentations
- Coordinate on complex HR matters and grievances with Director and CAO

Operational Management

- **Infrastructure:** Independently oversee year-round maintenance of roads, bridges, sidewalks, and traffic infrastructure ensuring compliance with Ontario Regulation 239/02
- **Winter Operations:** Manage 24/7 winter maintenance including snow removal, salt/sand application, and contracted services
- **Fleet Management:** Oversee municipal fleet acquisition, maintenance, registration, and licensing across all departments

Project & Contract Management

- Manage delegated capital projects including road resurfacing, vehicle replacements, and infrastructure upgrades
- Prepare bid specifications and oversee procurement processes within delegated authority
- Review contractor invoices and manage contract modifications

Human Resources

- Supervise unionized staff including equipment operators and seasonal employees
- Complete full hiring cycle and execute termination procedures in compliance with collective agreements
- Conduct performance reviews, manage scheduling, and ensure positive labour relations

Compliance & Customer Service

- Ensure compliance with Highway Traffic Act, OHSA, CVOR requirements, and environmental regulations
- Respond to resident inquiries, manage permits, and coordinate with CRM systems
- Implement health and safety training and conduct incident investigations

Financial Management

- Monitor budgets, prepare quarterly reports, and manage departmental purchasing within approved limits
- Maintain operational records and coordinate with Finance on asset accounting

Emergency Response

- Respond to flood events, environmental spills, and coordinate emergency road repairs
- Implement emergency preparedness activities and manage drainage compliance
- Perform other related duties as may be requested by the Director of Public Works.

For comprehensive duties and responsibilities, refer to the Manager of Transportation Duties document.

POSITION QUALIFICATIONS:

Required

- Minimum 7 years progressive municipal public works experience with supervisory responsibilities
- Comprehensive knowledge of winter operations, fleet management, and regulatory compliance

Preferred

- Certified Road Supervisor designation (AORS) or commitment to obtain within 24 months
- Certified Engineering Technologist (C.E.T.)
- Municipal capital project management experience
- CMMS and procurement process experience

Technical Skills

- Proficiency in MS Office, GIS applications, and asset management software
- Knowledge of Ontario Regulation 239/02, Highway Traffic Act, OHSA, and municipal standards
- Strong leadership, communication, and budget management abilities

OTHER REQUIREMENTS:

- Valid Ontario Class G driver's license
- Current Police Record Check
- Available for 24/7 emergency response including evenings, weekends, and holidays
- Ability to work in various weather conditions and perform field inspections

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.