

City of Kingston

Supervisor, Public Works

Job Number: J0225-0069

Bargaining Unit: Non-Union

Job Type: Regular, Full-time

Salary: \$96,322.30 - \$120,317.18/Year

Comprehensive Benefit Plan paid by employer

Defined Benefit Pension Plan-OMERS

Hours of Work: 40 hrs/week, with the ability to work all required shifts including weekends, overtime, on-call and outside of regular business hours. On-call by schedule and respond to required City emergencies for support.

Closing Date: February 28, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.



Position Summary

Reporting to the Operations Manager, the Supervisor, Public Works, provides leadership and guidance to unionized employees and is responsible for the safe and efficient delivery of Public Works maintenance operations including but not limited to; traffic signage, winter control, asphalt, concrete, drainage maintenance, general road maintenance, parks, sports fields and horticulture.

This position is responsible for the prioritization of work assignments, condition assessments, site inspections, asset management, contract administration and financial management tasks.

KEY DUTIES & RESPONSIBILITIES:

- Manage, organize, and resolve unexpected factors and conditions such as workforce issues, equipment breakdown, weather conditions, etc.
- Plan and coordinate seasonal operations, work tasks, and available resources to meet operational service levels, service requests and public safety
- Implement initiatives to mitigate services requests and develop operational efficiencies
- Supervise work crews performing field assignments throughout the city:
 - Provide training, mentoring, monitoring and feedback
 - Monitor quality, quantity, and completion of work according to plan and schedule
 - Communicate and inform staff of changes in legislation and internal policy/practices and address concerns
 - Ensure work is completed safely and in compliance with OH&SA and City Policies and Procedures
 - Manage contracts to meet operational tasks
- Assess and resolve Public Works related concerns from property owners, residents, businesses, other city departments and divisions
- Site visit investigation and customer interaction to determine course of action and resolution on customer service requests
- Track and document communication and resolutions for any/all service requests and identify reoccurring operational inefficiencies
- Assist in the preparation, implementation, and monitoring of capital and operating project budgets
- Managing daily job costing (timecards, equipment utilization and material purchases)
- Administer all aspects of procurement for equipment and services, including procurement documents, contracts, and payment certificates

- Oversee asset management collection and mapping requirements for Public Works operations
- Interpret technical specifications, surveys, and asset condition assessment to interpret data and create work plans
- Assist in the development and enforcement of policies to optimize infrastructure life cycle and achieve competent, efficient and effective delivery of services, including but not limited to; Occupational Health & Safety, Highway Traffic Act, Environmental Protection Act, etc
- Other duties as assigned.

Qualifications, Competencies

- Diploma in engineering, applied science, business, or related field. 3-year diploma in Civil Engineering Technology, preferred
- 5 years supervisory experience working in public works related operations (roads & sidewalks, traffic signage, parks and sports fields, and horticulture)
- Supervisory experience in a municipal unionized environment an asset
- Experience with asset management field inspections and condition assessment an asset
- Must possess and maintain a valid class “G” driver’s licence with a satisfactory driver’s abstract. Valid class “DZ” driver’s licence or ability to obtain within one year of hire, with a satisfactory driver’s abstract, preferred
- Certified Engineering Technologist (CET) or P. Eng. designation, preferred
- Certified Road Supervisor designation, preferred
- Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

- Intermediate computer skills with MS Office and have a strong knowledge of other applicable software such as, financial management programs, AVL/GPS Systems, asset management, software, and Customer Service software
- Knowledge of related acts and legislation including the Occupational Health & Safety Act, Highway Traffic Act, CSA, related environmental legislation as well as WHMIS training knowledge
- Knowledge of technical specifications - Ontario Provincial Standard Specifications (OPSS) and Ontario Traffic Manuals (OTM)
- Knowledge of Municipal Act and Ministry of Transportation – CVOR

- Ability to perform the essential duties of the job including all aspects of Public Works general labour and operate general labour equipment and machinery
- Ability to work outside in inclement weather conditions and heavy equipment in a safe and efficient manner
- Ability to work all required shifts including weekends, overtime, on-call and outside of regular business hours. On-call by schedule and respond to required City emergencies for support.
- Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)