

**Department:** Public Works

**Division:** Road & Park Operations

**Reports to:** Manager of Road & Park Operations

**Supervises:** Crew Leaders, Equipment Operators, Gardener, Seasonal Labourers, Students

The City of Port Colborne, located on the south coast of the scenic Niagara region, Niagara's Port of Call has found the perfect balance – successful industrial and commercial sectors, comfortable and scenic residential areas, white sand beaches, unique culinary choices, the world class Sugarloaf Marina, fishing, golfing, trails, shopping districts along the historic Welland Canal – truly a community that adds to the overall Niagara Experience. A great place to work and raise a family!

### **Position Objective/Summary**

The Roads and Parks Supervisor is responsible for directing and supervising the operational and minor capital activities in all aspects of the City's Road network including but not limited to roads, sidewalks, ditches, culverts, bridges, streetlights, forestry, cemeteries, trails, sports fields and traffic devices in both urban and rural settings, while ensuring compliance to all relevant legislation. Responsible for Winter Control and the set-up and assembly of all City special events liaising with multiple departments.

### **Duties & Responsibilities**

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Establish operational parameters to optimize the effectiveness and efficiency of the Roads and Parks processes.
- Ensure that the relevant processes are measured, monitored, sampled, and tested in a manner that permits them to be adjusted when necessary, and records of all adjustments are maintained.
- Ensure that all equipment is properly monitored, inspected, and evaluated, and that records of equipment operating status are prepared and available at the end of every operating shift.
- Respond accordingly to customer concerns, and inquiries.
- Organizing, planning, prioritizing, scheduling, delegating, supervising, and directing the day-to-day activities of personnel.
- Ensure work is carried out and completed in accordance with the Occupational Health and Safety Act and all other applicable legislation.

- Coordinate and oversee routine maintenance and inspections of all Roads, Parks and Cemeteries.
- Oversee and support the operation of all seasons of maintenance and adherence to the Minimum Maintenance Standards.
- Process documentation for all related work activities.
- Prepare reports and attend internal/external meetings as required/assigned; provide advice/guidance and make recommendations on Roads and Parks infrastructure maintenance and operations.
- Review and evaluate service delivery processes with a view to streamlining/updating practices and fostering excellence in services and customer service.
- Job Cost and Analysis: estimating sizes, distances and quantities; determining time, costs, resources, or materials needed to perform a work activity.
- Develop annual operating budgets, monitor operating expenditures, and complete related variance reports.
- Assist with the development of annual capital budgets.
- Prepare and/or review RFPs/RFQs/tenders as assigned.
- Ensure all staff receive required operational training on an ongoing basis.
- Other duties as assigned.

### Work Schedule

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Work outside of normally scheduled hours, particularly during seasonal winter control operations, is required.

### **Education**

- Post-secondary diploma in Civil Engineering or an equivalent combination of education, qualifications and experience
- Five years of experience in road infrastructure maintenance and operations or related environment with practical experience in operating procedures, scheduling, and road specific maintenance programs with two years in a supervisory capacity in a unionized environment, preferably in a municipal environment
- Eligibility for or holder of a Certified Roads Supervisor (CRS) designation from the Association of Ontario Road Supervisors.
- Possession of a valid Ontario Class “G” driver’s license in good standing.

### Knowledge/Skill/Ability

- Knowledge of applicable regulations, legislation, guidelines, standards, procedures, such as the Highway Traffic Act, Provincial Minimum Standards, Cemeteries Act.
- Intermediate computer skills and experience with a wide variety of programs, such as Microsoft Word, Excel, Outlook, work order systems, and locate software.
- In-depth knowledge of the operations and maintenance of roads, parks and cemeteries.
- Knowledge of sports field operations.
- Proven analytical, organizational, planning, and leadership abilities.
- Experience in managing field operations including knowledge of Occupational Health and Safety Act requirement and field safety procedures.
- Hazard recognition, problem-solving, mediation, budgeting, contract administration, teaching, coaching, motivation, planning, and organizing.

### Work Conditions

- This position works in the field as well as in office.
- Overtime is expected.

This position offers a salary range of \$99,938 - \$116,914, based on 40 hours per week and includes a competitive compensation package.

To confidentially explore this exciting and challenging opportunity, please submit your resume and cover letter quoting **Competition #2024-77 by 4:00pm on November 4, 2024.**

City of Port Colborne  
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Fax: 905-835-2969

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The City of Port Colborne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.