



Making life better in King

King is Hiring
Supervisor of Roads, Urban Maintenance & Fleet

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager, Transportation & Fleet Services, the Supervisor of Roads, Urban Maintenance & Fleet is responsible for the following:

- Oversees the year-round maintenance of all roadway related assets with a focus on, but not limited to, urban and asphalt road maintenance, sidewalks, pavement markings, catch basin cleaning, signage, street sweeping, patrol, debris, and illegal dumping, all in conjunction with the Township of King's approved level of service and the Provincial Minimum Maintenance Standards.
- Oversees all aspects of fleet service delivery including asset management (preventive maintenance, repair & replacement) of municipal fleet in accordance with Corporate Fleet Management Policy, Township Asset Management Plan, best management practices and other considerations.
- Supervises all assigned staff including attendance management, scheduling of work, the safe operation of equipment, training & development, recruitment, new-hire orientation, health & safety as per the Occupational Health and Safety Act and applicable Township policies, performance management and coaching/mentoring.
- Assess and records pending weather conditions and plans for proactive as well as responsive winter operations on a 24/7 basis, coordinates snow removal operations, and manages contracted winter maintenance services.
- Provides input into the development of maintenance and equipment standards, level of service standards, department policies, and other similar guiding parameters for operation.
- Oversees the hiring of staff including, summer students and seasonal employees.
- Regularly reviews and evaluates field operations and service delivery methods/processes with a view to benchmarking productivity, streamlining/updating practices, assuring compliance with standards/procedures and health & safety, and fostering excellence in customer service.
- Monitors and follows up on complaints and concerns within the Township's level of service including tracking within the Corporate CRM system, conducting investigations, documentation, responses via phone call, email or in-person meetings and timely resolution.
- Represents the Township in legal proceedings as a result of road maintenance activities.
- Conducts and/or assists with incident investigations and prepares reports and summaries.
- Provides leadership in enabling strategic changes, creates policies and procedures, and ensure implementation of best practices.
- Assists in the preparation of the division budget, goals, objectives, estimates and monitors expenditures to ensure compliance with the approved annual budget.
- Reviews and approves invoices.
- Manages the procurement lifecycle for road maintenance related services, including preparing and issuing requests for tender (RFT), requests for quotation (RFQ), evaluating proposal and awarding contracts.
- Manages the procurement lifecycle for the supply and maintenance of fleet related assets, including preparing and issuing requests for tender (RFT), requests for quotation (RFQ), evaluating proposal and awarding contracts.
- Coordinates the work of technical staff and retains and oversees external consultants/contractors.
- Develops and prepares quarterly reports on key performance indicators in accordance with Corporate strategic plan, SMART Goals, best management practices and other considerations.
- Develops short- and long-term repair plans for all roadway related assets.
- Develops and implements standard operating procedures to streamline workflows.
- Develops metrics and leverages data and advanced analytics to make data driven decisions to optimize business processes and drive strategic initiatives.
- Leverages automation to optimize processes, improve efficiency and the overall reliability and scalability of data.
- Acts as Manager during scheduled absences.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-Secondary Diploma in Engineering or a combination of experience in the public works sector and completion of courses from municipal infrastructure and roads training programs.
- Certified Road Supervisor (CRS) Designation or a Certified Engineering Technologist (CET) will be considered an asset.
- Certified Fleet Management designation will be considered an asset.
- Minimum of six (6) years' experience in a supervisory/leadership capacity within a municipality with a focus on roads and fleet operations.
- Valid class "G", driver's license in good standing and reliable vehicle to use on corporate business when required, DZ licence considered an asset.
- Effective leadership skills and the ability to nurture a working environment that encourages employee input and participation.
- Requires sound knowledge of road right of way maintenance practices, preventative maintenance theory, applicable legislation, industry standards, Municipal processes, and administration.
- Experienced with the procurement and maintenance of municipal vehicles and equipment.
- Demonstrated ability to prepare work schedules and exercise sound judgement in determining a course of action or resolving conflict/disputes.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook) software.

- Strong interpersonal and communication skills with the ability to deal courteously and effectively with the public, staff, contractors etc. and executes duties in a tactful and courteous manner.
- Basic First Aid/CPR, WHMIS.
Working knowledge and understanding of related Ontario statutes, regulations, contract law, *Highway Traffic Act*, Commercial Vehicle Operators Registration, Ontario Traffic Manual, Roadside Safety Manual, *Occupational Health and Safety Act*, Ontario Provincial Standards, and *Municipal Act*.

Salary Range: \$112,112 - \$136,387 (2024 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 8, 2024**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the *Integrated Accessibility Standards Regulation 191/11 (IASR)*, and the *Ontario Human Rights Code*, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.