

Posting date: July 26, 2022

Job Title: Roads Maintenance Officer/Foreperson

Number of Vacancies: 1

Posting number: EX22-889

Status: Permanent position

Should there be no fully qualified candidate for this position, a less qualified candidate who can be expected to meet the required qualifications within a reasonable period may be considered for this position as a training/development opportunity.

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: \$3,299.80 to \$3,884.30 bi-weekly

(Training Opportunity range of pay is \$2,926.70 to \$3,444.70 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.)

Start date: To follow selection process

Initial Reporting Location: St. Clair Depot and Black Lake Depot

Eligible to Work from Home: No

Section: Linear Infrastructure Technical Support Services

Division: Linear Infrastructure Services

Department: Growth and Infrastructure

Main Function: This position is responsible to the Manager of Linear Infrastructure Technical Support Services for the planning and coordination of maintenance activities within a designated geographic area for the Roads Operations Section. Provides supervision of personnel and contractors engaged in the maintenance and/or construction activities within same designated geographical area in support of the section business plan and quality customer service outcomes for the citizens of the community.

Duties: Under the general direction of the Manager of Linear Infrastructure Technical Support Services with day-to-day operational direction of a Manager of Roads Operations.

1. Plan and coordinate maintenance activities for a designated geographical area within the Roads Operations Section, ensuring effective and efficient maintenance in compliance with all applicable legislation and policies.
2. Review incoming work requests, prioritize maintenance action requirements, and schedule work backlog according to best industry practices and CGS's condition-based maintenance plan.
3. Ensure CMMS electronic data files are complete and current.
4. Develop standard codes for equipment, stores, and task assignments.
5. Assist with the development and review of procedures for operating and maintenance activities.
6. Provide guidance and direction to maintenance crews regarding the most effective method to complete a job. Direct contractors undertaking work for Roads Operations.
7. Oversee maintenance activities and inspect job sites in progress and at completion.
8. Supervise maintenance employees and oversee the use of contractors in the maintenance, repair, and replacement of storm sewers, road culverts, driveway culverts, maintenance of drainage systems, asphalt surfaces, roadway and lanes. Ensure work is performed safely with minimum inconvenience to the public. Ensure employees are trained in all aspects of work.
9. Assign employees, material, and equipment to work orders. Monitor work performed by crews and work programs.
10. Activate partial or full complement of sanding, salting, plowing, and snow removal crews to control hazardous conditions. Implement the use of an appropriate material based on weather conditions.
11. Investigate damage claims and direct appropriate corrective action.
12. Interpret drawings and instructions issued by supervision.
13. Act as management's representative at the Complaint Stage of the Grievance Procedure.
14. Under the supervision of the Manager of Roads Operations, monitor performance and dispense discipline of employees. Make recommendations to hire, discharge, and promote employees as required.

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15. Liaise with CGS councillors and external agencies. Respond to citizen service requests.
16. Participate in Emergency Supervisory Standby Duty following established schedules.
17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed therein.
18. Perform other related duties as required.

Qualifications:

Education and Training:

Completion of a Secondary Education from a recognized Secondary School with Canadian accreditation.
Successful completion of the Certified Road Supervisor from the Association of Ontario Roads Supervisor (AORS) considered an asset.
Successful completion of a Community College Diploma in a related field considered an asset.
Industry specific courses/seminars relating to road maintenance activities an asset.

Experience:

Minimum of five (5) years of related operations, construction, and maintenance experience with at least one (1) year of responsible management supervisory experience in the coordination of work crews and work assignments as well as dealing with the general public.

Knowledge of:

Applicable legislation and related regulations.
Industry best practices and common policy within a roads operations environment.

Abilities to:

Must be proficient in the use of Microsoft Word, Excel, and electronic mail.
Must be familiar with computerized maintenance management systems.
Understand and meet the needs of customers.
Communicate effectively and possess interpersonal relations skills.
Achieve high standards for the section.
Create and respond appropriately to a continuous learning environment.
Balance conflicting demands from stakeholders.
Manage the financial, human and physical resources of the section in a collaborative manner.
Manage conflict; mediate disputes; assist in reaching consensus.
Share power horizontally and vertically.
Provide a stabilizing influence within the section.
Demonstrate skills related to microcomputer software and administrative systems (i.e., files maintenance, word processing, spreadsheet applications, presentations, information input and retrieval, and maintenance management systems).

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

Other Requirements:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

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Leadership Competencies: Tactical Coordination and Direction (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity, and risk.	2	Assimilates and interprets data to make competing decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
Aligning People & Teams			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them and providing clarity and direction.	2	Optimizes team effectiveness
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one’s own and others’ personal and professional skills, knowledge, and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives, and sensitivities of others, and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one’s beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs.

Résumés quoting **EX22-889** are invited and will be received by the City of Greater Sudbury’s Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Tuesday, August 16, 2022**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City’s mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at www.greatersudbury.ca/jobs.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.