

The Town of Cobourg is seeking a full time **Manager, Roads and Sewers**. Under the direction of the Director, Public Works, the Manager, Roads and Sewers is accountable for the delivery of services for all aspects of the Roads/Sewers department, ensuring that applicable infrastructure, facilities and equipment are maintained to satisfactory levels and that relevant legislation, regulations and policies are adhered to. This position is also responsible for the department asset management program and providing recommendations to the Director regarding the Department's annual budget consistent with the Corporate Asset Management Plan and Corporate Strategic Plan.

**Responsibilities for this position include:**

- Develop and administer the external maintenance programs (contracts) such as streetlights, traffic signals, roadway/parking garden features, seasonal waste collection, etc.
- Provide recommendations to the Director for future resource requirements based on Departmental demographics, growth, changing priorities, legislative changes, etc.
- Ensure the Town customer service standards are being met by responding to residents, elected officials, community groups, etc. and assigning resources accordingly in a timely manner.
- Lead the strategic and operational direction of the department.
- Participate and provide insight in corporate level committees and initiatives as required.
- Stay current and connected to research, professional associations, trends and other provincial and national initiatives to guide service delivery and influence operating practices.
- Efficiently engage and utilize all departmental resources to their maximum capacity.
- Provide day-to-day leadership and supervision of the direct reports in the Department including motivating and mentoring of staff.
- Develop request for quotations and tenders for the procurement of equipment and services and prepare recommendation reports to Council.
- Responsible for overseeing the assignment of work for the department.
- Provide consultation on all aspects and services of the Roads and Sewers department to staff, developers, contractors, utility companies, Council and the public as required.
- Ensure training is provided to Staff with respect to roads and municipal infrastructure maintenance and repair techniques and methods.
- Recommend policy changes to the Director for service level provisions within the department that are consistent with the department service delivery model.
- Recommends changes to corporate plans, policies, procedures and operations aimed at supporting the mandate of the Department.
- Provides input and recommendations for design guidelines, policies and by-laws related to Department services.
- Coordinate, direct, and administer external maintenance contracts and capital project activities in accordance with the policies of the organization.
- Ensures Department compliance with applicable regulations including Commercial Vehicle Operators Registration (CVOR), Employment Standards Act (ESA), Minimum Maintenance Standards (MMS), Ministry of the Environment, Conservation and Parks (MECP), Ministry of Labour (MOL), Technical Standards and Safety Authority (TSSA), Ontario Traffic Manual (OTM), Ontario Provincial Standards Specifications (OPSS), Ontario Provincial Standards Drawings (OPSD), Highway Traffic Act (HTA).
- In coordination with the Manager of Engineering and the Manager of Environmental Services, develop and oversee department infrastructure maintenance and inspection programs as required by municipal by-law and provincial statutes, ensuring alignment with capital and operating priorities.
- Review of land development applications to identify operational constraints and ensure adequate maintenance access.
- Approve standard operating procedures as developed and implemented by the Roads Supervisor.



# Job Posting 23-27

## Manager, Roads and Sewers

- Responsible for the preparation and administration of the Department's operating and capital budget.
- Verify and approve invoices for operational purchases of goods and services.
- Negotiates, prepares, and monitors short- and long-term contracts with other municipalities and private contractors.
- Monitors performance against work plans/budget and initiates corrective action as required.
- Responsible for reviewing and approving direct report payroll submissions.
- Approve work order information (labour, material, equipment costs captured).
- Responsible for employee development and performance management in accordance with Town policies and procedures and applicable collective agreements.
- Responsible for supporting the recruitment process for direct reports in accordance with Town of Cobourg policies and procedures.
- Attend and participate in Council meetings, as required.
- Other duties as assigned.

The successful candidate will possess a post-secondary diploma as well as a minimum of five (5) years technical experience general construction practices and in operations and maintenance involving urban road assets including winter operations and a minimum of three (3) years supervisory/management experience in general construction practices including winter operations, contract administration and procurement activities. Experience within a unionized environment will be considered an asset.

The successful candidate will have advanced communication (written, oral and interpersonal) and organizational skills with a strong customer service orientation to deal effectively and diplomatically with the public, Staff, advisory committees, stakeholders, and public officials. An excellent working knowledge of Microsoft Office, Geographic Information Systems including CityWorks and AVL is an asset.

This position will be required to work 35 hours per week, which is typically 8:30 am to 4:30 pm, Monday to Friday, however, evening and weekend work may be required and there may be a requirement to fill in occasionally for the supervisor on-call rotation. The successful candidate must be able to provide a satisfactory Level 4 criminal background check upon hire.

### **WAGE:**

The wage scale for this position is Non-Union Grade 8: \$86,741.20 – \$101,465.00 annually.

For complete details of the position and required qualifications please visit [Cobourg.ca](http://Cobourg.ca). Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **September 22<sup>nd</sup>, 2023**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.