

### Supervisor, Operations (Roads)

<b>Competition Number</b>	N#80	<b>Job Code</b>	0276
<b>Posting Date</b>	August 3, 2022	<b>Closing Date</b>	August 17, 2022
<b>Job Status</b>	Permanent Full-Time		

The **City of Kitchener** is a vibrant and dynamic city of approximately 240,000, in the heart of southwestern Ontario. As the largest municipality in Waterloo Region, Kitchener continues to be poised for development and growth, enhancing its reputation as a leader in city-building and innovation, with nationally recognized strategies to build its neighbourhoods, its digital infrastructure and its diverse economy.

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[Why work at the City of Kitchener](#)

#### Position Overview:

Our Infrastructure Services Department, Operations - Roads and Traffic Division is seeking a highly motivated individual to join our dynamic team providing leadership, technical guidance and support. We are looking for an individual who fosters cooperation throughout the Division to promote a safe, healthy and productive work environment and to achieve business and service objectives through the effective use of resources to accomplish superior cost efficiencies while providing exceptional customer service. You will be responsible for various components of the City's infrastructure including City streets and Regional roads within the rights-of-way.

#### Responsibilities:

- Provides supervision to staff with responsibility for recruitment, training and scheduling.
- Plans annual and seasonal work programs to maintain the City's road infrastructure.
- Identifies and addresses work requirements and deficiencies including resource requirements such as materials, supplies and equipment.
- Administers an annual operating and/or capital budget for road maintenance and provides reports and forecasts.
- Liaise with external agencies, members of the public, City Council and other City staff.
- Work on call and respond to operational needs and requirements.

#### Requirements:

- Minimum 2-year diploma or 2 years in a specialized post-secondary program in a related field.
- Proven leadership skills and be committed to working within a cooperative team environment with a minimum of 2 years' experience in a public works related field.
- Valid MTO "G" class driver's license in good standing with the ability to obtain a "DZ" driver's license within 6 months of hire.
- Preference may be given to applicants with supervisory experience within a unionized environment.
- Demonstrated ability to direct the work of others with superior interpersonal and public relations skills to deal effectively with staff and customers both verbally and in writing.
- Proven skills and experience in the preparation and management of operating and capital budgets.

- Proficient in the use of personal computers and software programs such as word processing, spreadsheets, databases and work order systems.
- While on-call, must be able to respond as required within 45 minutes.
- Must have the ability to support and project the organization's core values of trust and respect, collaboration, and change and growth, as well as our leadership traits, which are reflected in employees who:
  - Lead by example and expect the same of others;
  - Recognize accomplishments;
  - Collaborate with others to realize shared outcomes;
  - Enable others to be their best;
  - Look beyond today.
- Current Employees: Must be reliable with a good attitude and employment record.

**We are committed to diversity and inclusion, and thank all applicants in advance.**

**Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.**

**We thank all applicants for their interest, however only candidates selected for further consideration will be contacted**

*Please note that as per Human Resources Policy HUM-HIR-110, "Employment of Relatives of Staff Members and Elected Officials":*

*"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity. The immediate relatives of all other Management personnel shall not be employed where such employment would be:*

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

<b>Department</b>	Infrastructure Services	<b>Division</b>	Operations - Roads and Traffic
<b>Union Affiliation</b>	Non-Union/Management	<b>Number of Positions</b>	1
<b>Hours of Work</b>	Monday to Friday 7am to 3pm (40 hours/week) On call required Shift times may vary due to winter maintenance operations or operational requirements		
<b>Location</b>			
<b>Initial Location</b>	Kitchener Operations Facility	<b>City</b>	Kitchener
<b>Compensation</b>			
<b>Salary Range</b>	\$80,907- \$101,128	<b>Grade/Band</b>	9