



Coordinator, Winter Operations
Community Services Department

Position Summary

Reporting to the Manager/Supervisor, Operations this position is responsible for the safe and efficient running of all winter operations. This includes directing union, non-union and contractors in the operation of ensuring safe winter roads, parks and open spaces.

Work Schedule

Must be able to work 40 hours per week on days, afternoon or midnight shifts, including weekends or holidays as required starting October 17st, 2022 finishing April 21st, 2023.

Key Responsibilities

- Synchronize assignment of full-time union staff and non-union seasonal staff, equipment and winter contractors for the safe and efficient operation of winter maintenance and activities
- Responsible for the gathering of shift weather information and maintaining patrol records and winter activity logs
- Assess Health & Safety issues, apply Town policies and procedures to ensure a safe working environment
- Ability to make sound decisions based on winter weather forecasts and take direct applicable action
- Respond and resolve requests for service including non-winter, in a timely and efficient manner
- Carry out all shift administrative duties as required
- Approve regular maintenance and repairs to roads and parks
- Ensure daily shift work schedules are completed
- Order materials as required and needed in a timely fashion
- Validate respective crew card information for both staff and contractors to ensure accuracy
- Comply with and enforce all Health & Safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act
- Perform other duties as assigned in accordance with departmental objectives
- Ensure compliance with applicable legislation including the Highway Traffic Act, the Municipal Act(MMS), the Ontario Traffic Manual (Book 7) and Town policies and procedures

Education and Experience

- Minimum grade 12 diploma or equivalent
- Minimum 1-3 years' experience in a supervisory role in a municipal operations environment is preferred
- Minimum 3 years municipal or highway heavy equipment experience
- Ontario Good Roads Association (OGRA) Snow School is required
- OGRA TJ Mahoney Road School - successful completion of both sections

- Association of Ontario Roads Supervisors (AORS) - Associate Roads Supervisor designation is preferred
- Working knowledge of all aspects of Municipal Winter Operations including roads and parks maintenance as well as a full working knowledge of Minimum Maintenance Standards, O.Reg.239/02 & O.Reg.366/18 is required.
- A valid G license is required
- A valid DZ license is an asset
- Excellent communication skills including the ability to understand, document and follow verbal and written direction, instructions and interact courteously and professionally with staff and the general public
- Able to demonstrate solid decision making, team player and customer service oriented
- Proficient computer skills and familiarity with Microsoft Word, Excel, Outlook, GIS & AVL

Hourly Rate: \$36.31

Interested applicants should submit their application to internalapplicant@milton.ca by **11:59 pm**
on August 19th, 2022

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.