



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for a full-time position of Superintendent of Operations in the Facilities, Climate Change and Operations Division of the Environment and Infrastructure Services Department.

DUTIES

- Manage, oversee, and participate in the development of the Roads, Parks and Stormwater Maintenance business area work plans including, the planning and assignment of planned and demand maintenance activities, projects, and programs; Monitor workflow; review and evaluate work projects, methods and procedures. Complete all necessary maintenance planning for immediate, short, mid-and long-range forecasting.
- Develop all necessary policies, plans and programs, utilizing and integrating technology across areas of responsibility.
- Develop and manage key performance indicators across areas of responsibility, including health and safety, maintenance, compliance, and engagement.
- Responsible for the preparation and execution of operating and capital budgets and projects including, purchases, competitive procurement and cost estimating of future projects.
- Develop tender documents and lead the procurement process for the Roads, Parks and Stormwater Maintenance business areas.
- Act on behalf of the City to lead and represent the defense of claims related to the Parks, Roads, and Stormwater business areas.
- Coordinate, develop and implement plans and programs related to operating and maintaining City parks and natural assets.
- Participate in asset management including providing input and direction for Master Plans, prioritization of proposed works, updating asset condition and plans, providing technical expertise on asset lifecycle management and implement recommendations.
- Champion change management for the Corporation, Department, Division, and Business Unit. Apply change management methodologies to optimize operational processes, ensure seamless transition, and an engaged team.
- Supervise assigned staff including directing/scheduling work activities; select, train, motivate and evaluate employee performance.
- Establish and support effective working relationships with all municipal departments, relevant municipal advisory committees, agencies, and ministries to facilitate timely project design completion, project reviews, project comments, and project approvals as necessary.
- Assist with the preparation of reports, make recommendations/presentations, and attend Council Committee/Council Committee in Closed Session, community group, public and/or other meetings, as required.

QUALIFICATIONS:

- Three-year post-secondary education (degree or diploma) in a related field, i.e., Civil Engineering Technologist Program.
- Training in legal proceedings, claims defense, or related an asset.
- Professional designation as a Certified Road Supervisor – Intermediate (CRS-I) with the Association of Ontario Road Supervisors or Certified Engineering Technologist designation an asset.
- Experience or educational certification in one or more of the following areas an asset: Arboriculture, Horticulture, Turf Management, Park Landscaping, or related fields.



- Minimum of four years of municipal operations, technical and maintenance experience, with four years of supervisory experience in the coordination of work crews, work assignments and best practices in a unionized environment.
- Knowledge of environmental and health and safety legislation and MOECC policies and guidelines.
- Current knowledge of OHSA, MOECP and MTO legislations.
- Excellent public relations, presentation, report writing, budgeting and work management skills with the ability to work effectively in a team setting.
- Strong computer skills using MS Office applications including Word, Excel, Outlook, and the Internet.
- Possess a valid class 'G' Ontario's driver's licence with a current and acceptable Driver's Abstract.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$100,032 to \$117,032 with a comprehensive benefits package, for a 40-hour work week. Applications will be accepted until October 13, 2023, at noon.

APPLICATIONS WILL ONLY BE ACCEPTED BY APPLYING ONLINE. PLEASE CLICK THE "APPLY NOW" BUTTON BELOW.

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.