

Manager of Roads and Fleet

Competition Number: 2022-06

Permanent Full-Time

The Township of Tyendinaga, located in the most southeasterly corner of Hastings County is a growing community with a population of approximately 4,200 residents. With a rich history and impressive community spirit, Tyendinaga Township truly embodies their motto "Rural Living at Its Best". Although primarily agricultural in nature, the Township, with its many rivers and streams and abundance of forest lands, is an attractive location for outdoors people.

Position Responsibilities

Reporting to the Chief Administrative Officer, and working collaboratively with the Leadership Team, the Manager of Roads and Fleet is responsible for the daily planning, coordinating year-round maintenance programs for the Township's roadway surfaces and rights-of-way in compliance with legislation, policies and documented procedures; responsible for the administration of service contracts, equipment tenders, maintenance programming of roads and bridges, budget preparation, business planning, and preparation of Council reports and recommendations.

The ideal candidate leads by supporting/encouraging others in gaining personal mastery, autonomy and purpose. Models the Township's values by learning, being comfortable with new ideas and having the curiosity to seek innovation and the courage to seek change. Explores new technologies and/or best practices to re-think service practices and identify initiatives that can deliver greater benefit for the Township.

The usual responsibilities are:

- Responsible for Roads Staff matters with respect to hiring, position transfer, training and development, and performance management.
- Supervises the Roads Department, assigns work and methods to be used, and takes responsibility for all the work relating to department projects. Provides training, orientation, and technical or functional guidance to the Department and the Leadership Team.
- Supervises the Roads Department, assigns work and methods to be used, and takes responsibility for all the work relating to department projects.
- Oversees the supervision of maintenance and repair work related to roads, street/traffic signage, street/catch basin cleaning, road patching, litter/debris pickup, cleaning, culvert maintenance, fencing and guardrail repair/installation

- Oversees the supervision of Winter operations, including road patrols, snow plowing, snow removal, salting/sanding on roads and sidewalks, culvert steaming and debris removal to ensure proper drainage etc.
- Provides input on the Township's Engineering Design Criteria and Guidelines.
- Participates in the review of, and provides technical comments on, all land development applications and the circulation process. Provides requirements and reviews core municipal infrastructure (roads, bridges and culverts), during construction and prior to assumption.
- Develops specifications of the technical terms and conditions for road resurfacing projects and Township fleet purchases. Prepares and reviews calls for Request for Proposals/Tenders. Makes recommendations on the hiring of contractors and required purchases.
- Prepares department budget for recommendation to the CAO and ultimately Council. Monitors, once approved, working co-dependently with the Finance Department.
- Provides oversight and administration of municipal service contracts for operations, and maintenance and repair of core municipal infrastructure (roads, bridges, culverts) and right-of-way assets.

Qualifications and Experience

- Completion of post-secondary education from an accredited educational institution, or equivalent training and/or experience, in Engineering, Technology, Business Administration, or other relevant discipline.
- Eligibility for or holder of a Certified Engineering Technologist (CET) designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is considered an asset.
- Eligibility for or holder of a Certified Road Supervisor (CRS) from the Association of Ontario Road Supervisors is considered an asset.
- Minimum of 3 to 5 years of experience in the development, implementation and coordination of municipal operations and maintenance programs related to core municipal infrastructure (e.g. roads, bridges, culverts).
- Minimum of 3 to 5 years of progressive supervisory/management experience, preferably in a municipal or public sector environment.
- Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.
- Valid Class 'G' driver's license in good standing; Class 'DZ' Driver's Licence in good standing considered an asset.

The full Job Description is available at www.tyendinagatownship.com/careers.

Hours of Work/Rate of Pay

Salary range for this position is \$73,203.90 - \$83,661.19 (40 hours/week); offering a comprehensive benefits package and participation in OMERS.

How to Apply

To apply, email a cover letter and resume in PDF format clearly marked "Manager of Roads and Fleet-2022-06" in confidence to the attention of:

Carla Preston, Chief Administrative Officer
Township of Tyendinaga
859 Melrose Road
Shannonville, ON K0K 3A0
cao@tyendinagatownship.com

Closing Date: May 13, 2022, 2:00 p.m.

Note: All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information contained in application will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56

The Township of Tyendinaga has implemented a COVID-19 Mandatory Vaccination Policy as a critical and necessary step to ensure a safe and healthy workplace and community. As a condition of employment, all potential new hires will be required to provide proof of compliance with the Policy upon acceptance of an offer of employment.

We thank all applicants who apply, however, only those considered for an interview will be contacted.

Accessible Accommodations

The Township of Tyendinaga is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Tyendinaga will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process.