



JOB DESCRIPTION

Position Title:	Manager of Roads and Fleet
Department:	Roads Department
Reports To:	Chief Administrative Officer
Location:	Tyendinaga Township Roads Garage – 452 Weese Rd. Shannonville, ON
Date Approved:	April 27, 2022

Position Summary:

Reporting to the Chief Administrative Officer, and working collaboratively with the Leadership Team, the Manager of Roads and Fleet is responsible for the supervision and direction to staff, coordination, and administration of roads maintenance functions across the Township. These activities include but are not limited to Roads Department team leadership and the responsibility for managing the operations and maintenance of the municipal road network and all right-of-way (ROW) assets including roads, bridges, signage, traffic controls, Township trees, and related facilities. This position is also responsible for providing strategic oversight and managing corporate fleet services including the maintenance and repair of all corporate fleet assets, Commercial Vehicle Operator's Registration (CVOR) compliance, and oversight of the Township's fuel tanks.

The Manager's key priorities, in alignment with the Township's strategic plan, include managing roads in a manner that is sustaining, compliant, and ensures that the needs of the Township's community members, Staff, departments, and Council are met. The position contributes to the execution of Township strategies and processes which result in the formulation and achievement of the Township's overall goals and objectives while demonstrating a high level of political acumen and diplomacy.

The Manager will provide advice to the Chief Administrative Officer (CAO) and Council in the establishment of strategic objectives and delivery of municipal services, with a focus on fostering a positive workplace culture based on Township values.

Responsibilities

- Leads the Roads Department in the delivery of customer service focused roads services in a manner that is sustaining, compliant, and ensures that the needs of the Township's community members, Staff, departments, and Council are met.
- 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.
- Responsible for Roads Staff matters with respect to hiring, position transfer, training and development, performance management, termination, compensation, promotion and employee discipline in collaboration with the CAO, as appropriate.
 - 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.
 - 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 supervision of and including road patrols, snow plowing, snow removal and salting/sanding on roads and sidewalks, culvert steaming and debris removal to ensure proper drainage etc.
 - Prepares reports for Council. Attends Council meetings and other required meetings to provide information and advice.
 - Participates in and contributes to the leadership of the organization, ensuring excellence in service delivery, including attending and contributing in meaningful ways to Leadership Team meetings.
 - Develops Roads related policies, procedures and programs in collaboration with respective team members to ensure compliance with legislation. Implements and/or recommends operational changes, improvements and associated service levels supported by data that can be validated through public feedback, staff, and industry best-practices.
 - Responds to inquiries and investigates complaints from the general public, community groups, Council and Staff in relation to roads service areas. Provides information, timely updates, and information regarding service levels that can be communicated, supported, and enforced in order to assist the division in continuous development of services for the public on the Township website.
 - 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 fleet purchases. Prepares and reviews calls for Request for Proposals/Tenders. Makes recommendations on the hiring of contractors and required purchases.
 - Develops and implements effective repair and preventive maintenance programs of a diverse municipal fleet of heavy-duty trucks, light-duty trucks, automobiles, construction equipment, turf maintenance equipment, and small-engine equipment, and specialized recreational facilities maintenance equipment. Ensures Commercial Vehicle Operator's Registration (CVOR) and fleet regulatory compliance.

- Conducts site inspections as required for entrance permits, lot grading requests, road conditions, utility approvals, etc.
- Responds to legislative changes and industry standards and recommends changes in Department policies and programs to the CAO.
- 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.
- Determines the availability of grants, subsidies and other forms of funding and ensures eligibility, scheduling/timing and implementation requirements are fulfilled. Participates in the ongoing development and implementation of the Township's Asset Management Program.
- Develops and maintains a contact network with professionals in the field and counterparts in other municipalities. Reviews the feasibility of shared services and programs with neighbouring municipalities and/or related public sector organizations.
- Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures confidentiality of information produced for Council and other sensitive information consumers.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation by:
 - a) Enforcing and/or following the Township's Health and Safety program, procedures and best practices.
 - b) Ensuring due diligence in all health and safety matters including but not limited to safe work practices, training, risk assessments, workplace inspections, investigations, procedures and reporting/correcting hazards.
- Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position.

Qualifications

Education and Training

- 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.
- Formal leadership and coaching/mentoring training considered an asset.

- 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.

Experience

- 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.
- Experience preparing, analyzing and administering capital and operating budgets.
- Experience working with asset management software and computerized maintenance management software (e.g. fleet management software) is considered an asset.

Knowledge

- Thorough working knowledge of municipal operational services including: winter and summer maintenance programs, drainage, ditching, asphalt management, gravel road maintenance, arboricultural practices.
- Thorough working knowledge of operation and maintenance of municipal road networks and all right-of-way (ROW) assets including roads, bridges, drainage systems, signage, sidewalks, Township trees, and related facilities.
- Demonstrated understanding of corporate fleet management principles including asset, business, financial, maintenance, risk, vehicle fuel and fleet information management.
- Knowledge of Occupational Health and Safety Act, Minimum Maintenance Standards O.Reg. 239/03, Highway Traffic Act, Commercial Vehicle Operator's Registration (CVOR), Technical Standards and Safety Act, O.Reg.217/01 Liquid Fuels; Environmental Protection Act, and Pesticides Act.
- Sound knowledge of applicable federal, provincial and municipal legislation, as well as employee relations principles and practices, local government functions and responsibilities.

Skills and Competencies

- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.
- Innovative, inclusive and transparent leader; motivates, develops, empowers and engages others.
- Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment.
- Superior interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions,

community groups and organizations, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.

- Strong written and verbal communications skills and analytical skills as well as an effective presentation style and method.
- Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload, considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- Delegates effectively and ensures individual and team accountability; uses proper judgment and makes decisions and takes actions to resolve issues.
- Positively influences others; encourages, inspires and supports others to deliver; has the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives.
- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff and the Leadership Team.
- Establishes an efficient execution of work and motivates subordinates to develop to the highest potential of their capabilities; plans, directs, co-ordinates, assigns and reviews the work of professional subordinates.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions

- Normal workweek – 40 hours, with evening meetings and some overtime required, including attendance in the event of emergency situations, or critical situations requiring an immediate response.
- Performance of duties normally takes place in office, municipal facilities, and outdoor environments. Environments also include out-of-office meetings and site visits and/or inspections. Required, from time to time, to attend meetings, seminars/conferences in locations outside of the Township.
- Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- Position involves both mental and visual concentration, with close

attention to detail including reading, analyzing, writing, providing, and presenting information.

- Responsibility/decision-making efforts include an extensive and multi-faceted degree of analysis. Decisions to be made within the corporate mandate by adapting methods, guidelines or procedures. Position requires confidentiality in many aspects of the work.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have read the job description outlined above and understand the requirements and responsibilities of my job. I understand that this job description may change from time to time depending on business circumstances and that I will be informed of any changes.

Employee Signature

Date

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Tyendinaga promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.