



PUBLIC WORKS TECHNICAL SUPERVISOR **Permanent Full-Time (40 Hours per week)**

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$95,234 - \$109,283

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, April 7, 2024.

POSITION SUMMARY:

This position contributes to the achievement of our Strategic Plan by ensuring effective programs are in place for the delivery of services within the public works division.

The Public Works Technical Supervisor plays a crucial role in various aspects of the Township's operations and compliance related to solid waste management, stormwater operations, and the delivery of capital projects within the division. The Public Work Technical Supervisor is responsible for the administration of the Township's Road rights-of-way such as preparing municipal consents, excavation permits, inspections, etc.

The role involves leadership, oversight, compliance management, and coordination to ensure the smooth functioning of technical and capital programs.

MINIMUM QUALIFICATIONS:

- Post-Secondary diploma in Civil Engineering Technology or related field of study. A combination of equivalent education and experience may be considered.
- Certified Engineering Technologist (C.E.T.) designation or equivalent. The individual should be a current member or be eligible for membership in O.A.C.E.T.T.
- Three (3) years' progressively responsible management experience in waste management, engineering, public works, or related municipal experience, preferably in a unionized environment.
- Experience working with and applying a solid understanding of labour, and health and safety legislation and regulations.

- Experience with analyzing and solving complex problems, with the ability to make sound and timely decisions often in high-pressure situations.
- Experience in asset management, project management, and working with related Acts and Regulations.
- Certified Roads Supervisor designation would be an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain a valid Class “G” driver’s license, with a clean driving record and access to personal vehicle for business use. A DZ driver’s license is an asset.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to fully engage and motivate; supervise and direct; and retain a workforce of unionized employees through implementation of sound talent management practices; ability to build strong, effective teams and a positive, productive work environment.
- Strong interpersonal skills with the ability to build trust and cooperation through active listening, and ability to deal with conflicting views with tact and diplomacy, and conflict resolution and de-escalation skills.
- Excellent verbal and written communication, with the ability to be professional, concise, and accurate.
- Computer proficiency in a variety of applications including Microsoft Office, GPS, web and cloud-based software, and the ability to learn new software programs.
- Strong customer service mindset and with the ability to role model both internal and external customer service standards.
- Demonstrated flexibility and organizational skills to meet deadlines, in a work environment where urgent matters will interfere with other demands.
- Self-motivated with the ability to work with minimal direction in a collaborative team environment and a demonstrated commitment to continuing education.
- Advanced knowledge of all Federal and Provincial Acts and Regulations that pertain to waste management, stormwater management, asset management,
- Strong understanding of the minimum maintenance standards for municipal highways.

KEY RESPONSIBILITIES:

- Maintain the requirements outlined in the Township’s Municipal Stormwater Consolidated Linear Infrastructure Environmental Compliance Approval.
- Frequently engage in two-way communication with staff about Divisional plans, priorities, and objectives, linking them to the Strategic Plan, ensuring staff understand how they make a difference for the Township.
- Ensure maintenance practices and standards are being met.
- Provide direct supervision of staff activities associated with technical and capital programs, solid waste and stormwater maintenance and crossing guard activities.
- Respond to service requests and ensure resolutions are logged within the appropriate system.
- Supervise Township Road Rights-of-way process by ensuring municipal consents, excavation permits, inspections, etc. are completed in a timely manner.
- Ensuring overall compliance with applicable legislation, regulations, acts, and industry standards across all areas of responsibility.
- Prepare and maintain records, reports, and allocation sheets to provide a basis for the analysis of operations in relation to the planned objectives and performance standards.
- Contribute to the operating budget planning process for division responsibilities, identifying staffing, materials, resources, and equipment requirements.
- Contribute to the capital budget planning process for division responsibilities, identifying staffing, materials, resources, and equipment requirements for capital projects.

- Provide expertise and input to the Asset Management Program and ensure services and/or infrastructure are properly represented and accommodated in the Asset Management Program.
- Participate in the rotation of the on-call Public Works Supervisor.
- Protect your own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Technical Operations

- Coordinate, supervise and participate in the inspections of all Township bridge and culvert structures in accordance with all regulatory requirements.
- Coordinate, supervise, report, and participate in the operation and maintenance of all stormwater infrastructure in accordance with all regulatory requirements.
- Coordinate, supervise and participate in the inspections and maintenance of all Township sidewalks, and walkways in accordance with Regulations, Legislation, Acts, and Township policies.
- Coordinate, supervise and participate in road rating, road maintenance, traffic count, warrant programs, and street light maintenance annual programs.
- Work in conjunction with public works staff for the planning and delivery of divisional maintenance and capital projects.
- Ensure that inspection records are filed and maintained appropriately.

Solid Waste Operations

- Supervise and assist with the activities related to producing landfill site monitoring and annual reports.
- Complete the Waste Diversion Ontario (WDO) Resource Productivity and Recovery Authority Data Call and any other reporting requirements.
- Ensure that accurate waste management information is released to residents, via municipal advertising, thorough coordination with internal staff, external agencies and service providers.
- Supervise operations at the Township's Waste Disposal Sites to ensure compliance with their Environmental Compliance Approvals, operations and maintenance plans, and Township policies.
- Administer Waste Collection agreements.

Crossing Guards

- Supervise the Township's Crossing Guard program, including reviewing and monitoring Crossing Guard location requirements in accordance with applicable regulations and Township policy.

WORKING RELATIONSHIPS:

Internal:

Regular communication with Public Works division staff and other municipal staff.

External:

Contracted service providers, vendors, consultants, Township Council, taxpayers/ratepayers, public, provincial, and federal ministries and agencies, other municipalities, and external agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply for the most part.
- Attend construction sites, landfills, and other outdoor sites regularly.
- May be required to attend work outside of regular office hours, including on call duties.
- Ability to respond after hours as needed to operational situations.
- May be seated for moderate periods (2-3 hours).

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 description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.