



## **Transportation Supervisor**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated individual to contribute to the Transportation Division.

Reporting to the Manager of Transportation, this role is responsible for the coordination and supervision of operations in the yard.

### **Duties and responsibilities:**

- Oversee repair and maintenance of roads, sidewalks, curbs, traffic signs, street lights, traffic signals, watercourses, catch basins, boulevards, and bridges.
- Coordinate winter control operations including salting/sanding, ploughing, and snow removal and call-ins after hours.
- Supervise assigned staff including scheduling of work, timesheet submissions and approvals, staff training/development, recruitment, health & safety and other regulatory compliance.
- Provide technical on-the-job leadership to staff and contractors while ensuring safe and efficient supervision of daily operations and equipment, cost-effective delivery of services, in accordance with applicable legislation, corporate policies and objectives.
- Oversees and schedules complete safety device inspection and maintenance including signs, guardrails, and bridges and routine patrols verifying road conditions meet or exceed the Minimum Maintenance Standards as defined in the *Municipal Act*.
- Manage implementation and filing of traffic control plans for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7.
- Responds to service requests and work order activities, permits, event setups, maintenance issues/requirements, equipment, and other infrastructure operations matters.
- Oversee inventory control, purchasing, invoices and related documentation.
- Coordinate repair of fleet and equipment.

### **Key Competencies and Qualifications:**

- Diploma in civil engineering or a combination of experience in the public works/transportation sector and completion of courses or certificate programs.
- Possess a Certified Road Supervisor designation.
- A minimum of five years' supervisory experience including three years' road operations and fleet maintenance, with preference given to those with experience supervising in a unionized setting.
- Practical knowledge of construction practices, road maintenance, and snow removal fundamentals,
- Demonstrated ability to prepare work schedules, labour relations and collective agreement administration is also an asset.
- Working knowledge of the Occupational Health & Safety Act, Municipal Act, Highway Traffic Act, Ontario Traffic Manuals, Fisheries Act, Environmental Assessment Act, Drainage Act, Mining Act, Aggregate Resources Act, Criminal Code of Canada, Section 22, and sound safety practices in road repair and maintenance. Demonstrated analytical, project/time/records management, report writing, presentation skills and organizational skills.
- Strong ability to interact effectively, tactfully, and courteously with staff, contractors and the general public, while conveying a professional and positive image of the Town.
- Promotes a culture of inclusiveness and work with a diverse population of employees and the general public.
- Availability to work flexible hours when required and respond to after hour emergencies is needed
- A valid Ontario class G driver's license in good standing.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$83,328 to \$104,160 (2024 rates) based on a 40 hour work week plus a competitive benefit package.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is May 6, 2024.

***We thank all applicants for their interest. However, only those being considered for an interview 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, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.***

***The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.***