

Supervisor, School Area Safety



Job Title:
Supervisor, School Area Safety

Job Number:
J1123-0180

Job Code:
NU483

Job Category:
Supervisory

Department:
Transportation & Transit Services

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
New

Number of Positions:
1

Hours of Work:
35 hrs/wk

Salary:
\$77,064.00 - \$96,316.00/Year

Date Posted:
May 2, 2024

Closing Date:
May 23, 2024

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

Position Summary

Reporting to the Manager, Transportation Policy & Programs, the Supervisor, School Area Safety is responsible for the daily operations of the School Crossing Guard team. This position will provide leadership and guidance to this team.

Working collaboratively with the department and local community partners, the Supervisor, School Area Safety is responsible for improving and monitoring road safety in school zones. This position works collaboratively to develop policies, conduct investigations, analyze concerns, develop corrective actions, and provide recommendations as it relates to school safety programs.

KEY DUTIES & RESPONSIBILITIES

The Supervisor schedules, coordinates, supervises and monitors assigned school guard staff and program activities.

- Maintains comprehensive files, conducts regular safety audits, and reports of departmental crossing guard activities
- Oversees the scheduling of staff and attendance management
- Trains and mentors staff
- Supervises all aspects of performance and continually emphasizing and managing health and safety practices and procedures
- Conducts performance evaluations and upholds standard operating procedures and service level standards
- Interprets and applies the Collective Agreement

Designs, implements and reviews procedure manuals as well as develops policy for staff.

- Prepares and conducts safety training for school crossing programs
- Recommends necessary changes in standard operating procedures and safety programs and proposes the use of appropriate supplies and equipment needed
- Attends to accidents and incidents and completes related reports
- Ensure work is completed safely and in compliance with OH&SA and City policies and procedures
- Communicate and inform staff of changes in legislation and internal policy/practices and address concerns

Serves as departmental representative for matters involving road safety in school areas and school site operations.

- Prepares materials for and participates in school safety meetings and other crossing guard meetings as applicable
- Interfaces with residents, stakeholders, and Councillors to investigate, assess, and provide information and next steps on school travel issues
- Conducts studies, warrants, and reviews of existing and prospective school crossing locations
- Liaises with Public Works, Kingston Police, and other agencies to maintain daily operators, ensure safety, and resolve complaints and concerns
- Conducts counts or observations to collect transportation data or information at sites
- Completes assessments of transportation issues using relevant technical guidelines and manuals
- Supports active school travel planning programs city-wide
- Supports the City's school safety programs and reviews new requests
- Supports and conducts parking policy reviews in school areas
- Designs communications and initiates campaigns for safer, more active travel to school

Other duties as assigned

Qualifications, Competencies

Diploma/ degree in business administration, public administration, or a related field

1-year of front-line experience

Experience working in an operations/ logistics environment

Supervisory experience in a unionized environment, preferred

Valid class "G" Ontario driver's license

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork

Skills, Abilities, Work Demands

Strong leadership skills with the ability to consistently direct, motivate and mentor employees in a unionized environment

Must have excellent communication, interpersonal, public relations, and conflict-resolution skills

Demonstrate initiative and effective planning and organizational skills. Strong time management skills with the ability to multitask in a time-sensitive setting

Strong problem-solving skills with the ability to analyze information and make efficient decisions

Actively participate as a member of a team to move the team towards the completion of goals. Attend work on time and ready to contribute to the team's success. Collaborate and build connections with others in a respectful way that creates effective working relationships

Ability to work both independently and as part of a team

Ability to write clear and concise reports

Ability to coach and develop staff capabilities

Knowledge of and ability to apply the Occupational Health & Safety Act and other relevant legislation

Intermediate skills using Microsoft Word, Excel, and Outlook

Required to obtain and maintain satisfactory criminal record check, including vulnerable sector

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?

I am Interested



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