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**Posting # 2092**

**Title: Manager of Roads Operations**

**Section:** Roads Operations

**Division:** Linear Infrastructure Services

**Department:** Growth and Infrastructure

**Initial Reporting Location:** Frobisher

**Job Status:** Permanent Position (Succession Planning)

**Number of Vacancies:** 1

**Affiliation:** Non Union

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** n/a

**Range of Pay:** Group 14 - \$4,238.50 to \$4,986.10 bi-weekly

**The start date will follow the selection process.**

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**Main Function:** The position is responsible to the Director of Linear Infrastructure Services for the complete management direction and operation of the Roads and Drainage systems within a designated geographical area of CGS in support of Section Business Plan and quality customer service outcomes for the citizens of the community.

**Characteristic Duties:** Under the general direction of the Director of Linear Infrastructure Services.

1. Responsible for assisting the Director of Linear Infrastructure Services with the preparation and execution of the Business Plan covering all road maintenance services within the Roads Operations Section in concert with the budgeting process. The Plan will detail service goals, expected service and performance outputs, resource inputs to achieve these outputs and the performance measures used to assess the Section's performance against these goals.
2. Responsible for supervising all operation and maintenance activities and staff within a designated geographical area in the Roads Operations Section and ensuring safe and efficient operation in compliance with all applicable Federal, Provincial, and Municipal Legislation. Liaise regularly with special purpose bodies and regulatory authorities: Fisheries and Oceans Canada, MOECC, MOL.
3. Review and analyze the performance of a designated geographical area of the Roads Operations Section in support of compliance and service level expectations. Institute necessary changes in processes and operational procedures to align activities with best practices and achieve Business Plan objectives for safe and efficient operation and maintenance.
4. Manage and supervise the overall coordination of activities within a designated geographical area of the Roads Operations Section:
  - Ensure the co-ordination and deployment of staff, mobile equipment and other resources. Oversee the preparation of work schedules and authorize overtime and premium pay for Roads Operations Section staff.
  - Hire, promote, fire and discipline Section personnel. Conduct performance appraisals and salary reviews as required.
  - Act as Managements' representative in the Grievance Procedure in accordance with the Collective Bargaining Agreement.
  - Ensure that training and record keeping programs are timely and current and provide required information.
  - Draft specifications and arrange for any contracted services and necessary parts/equipment in support of Section objectives.
  - Recommend system modifications and liaise with support groups such as engineering capital planning, information technology, safety and training in support of Section goals.
  - Consult with outside agencies on projects and/or maintenance operations.
5. Liaise with CGS Councillors and the public on matters concerning Sectional responsibilities.
6. Participate in emergency stand-by duty following established schedules.
7. Serve as CGS's representative in legal proceedings.
8. Develop and maintain a thorough knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
9. Perform other related duties as required.

**Qualifications:****Education and Training:**

- College Diploma in a related discipline from a recognized Community College with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Certification as a Certified Roads Supervisor, or equivalent, is a definite asset.

**Experience:**

- Minimum of five (5) years experience in the management of large, unionized, and highly diversified public or private sector organizations, including three (3) years of roads related supervisory experience.
- Experience in the use of computer software in a Windows environment (e.g. word processing, spreadsheet applications, information input and retrieval etc.) is considered an asset.

OR

**Education and Training:**

- Successful completion of a Secondary School (Grade XII) Education.
- Must have completed several courses offered by the Ontario Good Roads Association (OGRA) and/or the Association of Ontario Road Supervisors (AORS) or equivalent and/or related courses from a recognized Community College with Canadian accreditation.
- Additional education initiatives to update and expand competencies.
- Certification as a Certified Roads Supervisor, or equivalent, is a definite asset.

**Experience:**

- Minimum of seven (7) years experience in the management of large, unionized and highly diversified public or private sector organizations, including five (5) years of roads related supervisory experience.
- Experience in the use of computer software in a Windows environment (e.g. word processing, spreadsheet applications, information input and retrieval, etc.) is considered an asset.

**Knowledge Of:**

- CGS's priorities.
- Applicable legislation and related regulations.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

**Abilities To:**

- Understand and meet the needs of customers.
- Prepare operating and capital budgets for the Section.
- Prepare an effective business plan for the Section.
- Set and achieve high standards for the Section.
- Align systems to facilitate better service for the citizens of CGS.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change on the Section's activities.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.

**Personal Suitability:**

- Mental and physical fitness to perform essential job functions.

**Language:**

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

**Other Requirements:**

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

## **Leadership Competencies: Tactical Implementation II**

For more information on leadership competencies, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,851.40 to \$4,533.90 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

**How to Apply: Please visit <https://myjobs.greatersudbury.ca/> to apply online.**

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Monday, July 8, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

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The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

### **Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)