



Manager of Roads and Fleet

The Township of Severn is Located just 90 minutes north of the Greater Toronto Area and easily accessed from major highways 400, 11 and 12, Severn is nestled in the northern corner of Simcoe County and is considered the gateway to the Canadian Shield. Severn is comprised of a variety of small, charming rural communities, including Coldwater, Fesserton, Marchmont, Port Severn, Washago and Westshore. Severn offers natural beauty and historic charm, making over 15,000 residents proud to call Severn home, not to mention our significant influx of seasonal residents between May and October.

Severn's vision is a healthy and vibrant community of communities ensuring a high quality of life for all residents, promoting measured development, agriculture, tourism, and responsive service delivery. We will preserve and enhance heritage and the natural environment while delivering a connected and active community that retains its rural traditions

Your opportunity makes a difference

The Township of Severn continues to experience growth. As the **Manager of Roads and Fleet** you will play a key role in supporting this growth by ensuring appropriate infrastructure. Reporting to the Director of Public Works, the Manager is responsible for the coordination and supervision of road operations and fleet management. This position plays an integral role in the maintenance of infrastructure to ensure proper operation and adherence to municipal policies, procedures, and by-laws and compliance with legislation, regulations, and standards.

Key accountabilities include:

Planning

- Provides input into the development of detailed annual departmental work programs to address planned operational roads and fleet requirements and implements aspects of the program as assigned.
- Recommends new or revised policies, procedures and guidelines pertaining to operations personnel, safe work practices and service delivery standards.
- Coordinates work with other departments as required

Budget and Asset Management

- Evaluate road conditions as it relates to road management plans.
- Evaluates the condition of the public works fleet and equipment and estimates maintenance and replacement timelines and costs for input into departmental capital plans and budgets.
- Prepares time and cost estimates of operational responses to departmental requirements.
- Develops and prepares annual operation and capital budgets for review and monitors expenditures.

Operations Management

- Organize and supervises construction projects; adjusts planned work programs as required.
- Performs road patrol to ensure adherence to provincial minimum maintenance standards.
- Monitors and evaluates operational response against service delivery standards and recommends remedial action where required; responds to and coordinates response to special and/or emergency requests.

People Leadership

- Supervises roads and fleet staff, setting expectations, assigning and monitoring work, motivating staff.

Community and Partner Engagement

- Investigates and responds to public complaints, either as assigned or on own initiative.

Reporting

- Maintains and prepares reports as assigned and as required by Township policies and provincial statute.
- Liaison with neighboring municipalities' Road Departments boundary road issues.

Ideal Qualifications:

- **Management Experience:** Three or more years of progressive management or supervisory experience in a municipal operations setting including competency and knowledge of all aspects of the position.
- **Roads and Fleet and Operations:** Five or more years of knowledge and experience with the principles and practices of road and bridge maintenance and construction, fleet, maintenance of equipment and public works functions.
- **Asset Management, Maintenance and Legislation:** An excellent understanding of roadway maintenance standards, asset management and related municipal legislation and other relevant provincial statutes.
- **People Leadership:** Experience and ability to provide exceptional leadership and supervision to staff and to build enthusiastic, high performing staff teams.
- **Critical Thinking and Resource Management:** Ability to plan, direct and integrate, comprehensive public works programs and activities and deliver results on time and within budget. This includes strong critical thinking skills as it relates to budget planning, financial management, materials management, personnel; evaluating and recommending solutions to complex engineering and maintenance issues.
- **Contract Management:** Experience and ability to develop and manage tenders, quotes and pricing for road materials and contracts under applicable procurement bylaws.
- **Technical Acumen:** Excellent computer skills including Microsoft Office products and operations/job-specific software.
- **Communication Skills:** Excellent written and verbal communication skills including the ability to communicate effectively with diverse audiences at all levels.
- **Certifications/Licences:** Certified Road Supervisor (CRS) designation or willingness to obtain; valid Class G Driver's license; expertise in road-related activities including vehicles and equipment is considered an asset.
- **Education:** Certified Engineering Technologist or equivalent college level business diploma or an equivalent combination of education and training.

Why join Severn Township

If you like scenic vistas, the outdoors, fresh air, attainable housing, all in close proximity to larger urban centres, then Severn is the place to be for an unmatched quality of life, benefits include:

- **Modern Office Environment** - modern offices with no fee parking.
- **Employee Development** - staff leadership and professional development training opportunities.
- **Attainable housing** – Severn provides many opportunities for a robust lifestyle. The choices range from a range of urban centres, rural properties, waterfront, to the nearby communities of Gravenhurst and Orillia.
- **Education** - An exceptional educational system at both the elementary and secondary levels.
- **Healthcare** – Access to three excellent hospitals within a short commute – nearby locations include Bracebridge, Orillia and Barrie.
- **Outdoor Lifestyle** - Access to a range of outdoor activities. If you like exploring, boating, fishing, hiking, golf, x-country skiing or snowmobiling, this is the place to be.
- **Compensation and Benefits** – The rate of pay for this position is \$100,402 to \$117,457 for a 40-hour work week. Additional incentives include fully paid group benefits and participation in the OMERS pension.

How to Apply

To explore this opportunity please apply via email with your covering letter and resume by July 5, 2024, to careers@waterhousesearch.net quoting project TS-MRF. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net or Tim Lukasewich at 416-214-9299 x8, tim@waterhousesearch.net.

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Township of Severn is an equal opportunity employer committed to diversity in the workplace.