



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Superintendent, Roads

**Posting Number:** 005046

**Department:** Community Operations Services Department

**Branch:** Parks & Roads Operations Services

**Location:** Consolidated Operations Depot

**Posting Start Date:** 2024/10/09

**Posting End Date:** 2024/10/21 by 4:30pm

**Employment Group:** Exempt

**Salary Grade:** O-\$106,870 - \$125,731 per annum

**Standard Weekly Hours of Work:** 40.00

**Shift Work Required:** No

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### **Job Description**

Reporting to the Manager, Road Operations, the Roads Superintendent will provide technical, operational and business support including writing reports; researching topics and recommend IT improvements; assist the Manager to improve the efficiency and operation of the section; analyze and monitor financial status and direct and oversee the staff completion of daily road patrol, infrastructure inspections, permit management and operational support activities and assigned crews periodically when required.

### **Responsibilities:**

- Support the Manager with the overall management, leadership and co-ordination of the daily functions of all Road Operations activities based on Collective Agreements, approved quality standards and Provincial Legislation in order to properly position the City relative to

maintenance programs, risk management, liability and compliance, following Quality Standards and Provincial Legislation while also supporting the daily maintenance duties and programs

- Support the Manager during the development and implementation of short and long-term business plans, policies and procedures and initiating change for effective service
- Provide technical and operational support to staff and the general public to resolve compliant and inquiry issues and ensure appropriate actions are forwarded to the appropriate supervisor, department or outside agency. Recommend IT priorities and prepare cost estimates for capital and operating budgets
- Provide effective leadership, communication, co-ordination of the Patrol Technicians and Operational Support staff for various infrastructure inspection, resolving public inquiries, maintenance activities and support internal staff with respect to budget, work orders and technology.
- Research and write technical reports which include monitoring and preparing repetitive annual reports, specialty reports, update staff on industry trends and regulations to ensure needs are clearly identified and integrated
- Represent the Roads division on Corporate and Departmental technical committees and other government offices, utility companies, contractors, developers and the general public. Liaise with IT and HR to develop and maintain an inventory of all hardware, software, workstations and recommend maintenance and upgrades and or new acquisitions. Attend seminars, conferences and workshops to sustain leading edge technology
- Manage Human Resources by providing support including recruitment, orientation, motivation, and training and attendance management to staff
- Provide operational and professional assistance to the Manager and Risk Management groups in support of claims research, risk management issues and attend court proceedings when required
- Analyze and monitor financial status on a continual basis through the use of Financial Software and cost control measures
- Assist with the preparation and ongoing support of the annual winter callboard including map validation, recommendations for increased capacity, reviewing resource and equipment, staff scheduled
- Supervise, direct and oversee the staff completion of road maintenance operational activities and assigned crews during the winter maintenance period

**Requirements:**

- Knowledge and skill associated with the completion of a three (3) year Civil Engineering Technology Diploma from a recognized Community College, and a minimum of five years of

relevant experience, at least three of which must be in a supervisory and or technical support role or capacity

- Certification as a C.E.T. and C.R.S.
- Minimum of five (5) years of combined road patrol and maintenance, engineering, inspection or relevant experience, at least three of which must be in a supervisory and or technical support role or capacity
- Previous experience in the management of personnel; supervising winter control operations; responding and providing direction to emergencies outside normal working hours; assigning work priorities; reviewing cost controls; managing attendance and providing service through liaison with public, staff, elected officials and media
- Sound knowledge and familiarity with City By-Laws and relevant legislation specifically those that apply to road patrol and maintenance operations, Provincial Minimum Maintenance Standards, City Quality Standards, sewer use, boulevards, ROP's and winter maintenance
- Demonstrated supervisory and leadership abilities; sound knowledge of collective agreements, possess initiative, self-motivation, sound judgment and tact
- Excellent communication and analytical skills, both oral and written to deal effectively and tactfully with a broad range of elected officials, senior management, staff, external agencies, and the general public
- Established skills and experience using a PC and related software applications example: Microsoft Office Suite; Internet; Lagan, Maximo, GIS, Auto-cad, customer service; hours of service; GPS and AVL monitoring software; electronic road weather monitoring and forecasting systems and electronic spreader controls
- Strong organizational abilities and the ability to maintain accurate and neat work records, and to work effectively under pressure
- Possess sound knowledge of the Occupational Health and Safety Act, including WHMIS, confined space, working from heights regulations and the Construction and Industrial Regulations

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Apply online: <https://oshawa.jobs.net/en-CA/search>

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*