



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 86
Position:	Senior Manager of Roadways and Parks
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:00 am to 4:00 pm (35 hours per week)
Location:	Service Centre (3200 Stanley Avenue, Niagara Falls)
Salary/Wage Range:	\$102,941 to \$128,676 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	November 12, 2024
Closing Date:	November 29, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on November 29, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Manager of Roadways and Parks

POSITION SUMMARY: The Senior Manager of Roadways and Parks assumes lead accountability and responsibility for the Roadways Section and the planning maintenance and monitoring of all municipal assets located within the road allowance and parkland under the jurisdiction of the City of Niagara Falls.

Is accountable for ensuring the established levels of service and/or minimum maintenance standards are adhered to in accordance with City and Provincial regulations, policies, and guidelines with minimal disruption to the public.

DIVISION / DEPARTMENT: Municipal Works / Operations (Roadways, Construction, Parks, Forestry)

RESPONSIBLE TO: Director of Operations, Municipal Works

SUPERVISES: Roadway Supervisors (3), Parks Supervisor (2), Construction Supervisor (1), Forestry Supervisor (1), Shift Supervisors (4), Manager of Operations

RESPONSIBLE FOR:

1. Develop and execute programs, policies, procedures, levels of service, and key performance indicators (KPI's) for annual operational maintenance programs.
2. Plan, lead and monitor the operations of the Section including but not limited to Winter Control (O.Reg. 239/02), ensuring operations are in compliance with provincial legislative requirements. Participate in Provincial Salt Management Plan.
3. Prepare, review and analyze technical reports, implementation of new methodologies and long-term operational planning of goals and objectives for the section. Ensure operations are in compliance with provincial legislative requirements.
4. Participate and regularly act as spokesperson in discussions/presentations/discoveries on issues to Council, agencies, the public, media and risk management. Attend various Committee/Council and public meetings as required.
5. Prepare council reports and presentations including recommendations for City Council consideration.
6. Prepare the operating and capital budgets for the Roadways, Construction, Parks and Forestry sections and monitor and control expenditures.
7. Provide both direct and indirect supervision. Set up standards of performance, monitor capital, financial and human resources, coordinate operations, provide guidance and leadership to team members to foster departmental growth.
8. Lead and participate in recruitment of staff, including the annual seasonal staff recruitment drive.

9. Respond to requests/inquiries/complaints from public or external agencies on issues related to matters pertaining to the Section. Manage contentious issues and provide information to senior staff and Council on the same.
10. Lead the associated Section in the modernization and continual improvement of programs, processes, workflow, computerized maintenance management systems, equipment, and service delivery.
11. Perform other related duties as required.

POSITION REQUIREMENTS:

- Minimum requirement is a College diploma in Engineering or a related field, or an equivalent combination of education and experience.
- Designation as a Certified Engineering Technologist (C.E.T.) is desirable.
- Certificate in a Management Training Program at the Post-Secondary level considered an asset.
- At least seven (7) years related experience managing within a unionized environment with a multi-disciplinary work force.
- Excellent knowledge of best practices for maintenance practices applicable to the Section.
- Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the Section.
- Working knowledge of computer software applications.