

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Supervisor, Road Operations **Infrastructure Services Department** (Full-time position, 40 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Due to an upcoming retirement, there is an opportunity for the position of Supervisor, Road Operations. This position supervises and co-ordinates the daily activities of the Roads staff, ensuring compliance with legislation, supervising maintenance on infrastructure, and implementing preventative programs related to winter control operations, roads operations, stormwater systems, wastewater collection systems, cemetery operations, and right of way maintenance.

Job Duties:

- Supervising the Roads employees, including assigning work, assisting with the selection of new hires, training, motivating, and evaluating staff, completing performance evaluations, implementing discipline procedures, including recommending termination, in accordance with the Town's employment policies; Supervision of maintenance work on the Operations Centre, the road system, including trees, sidewalks, storm sewers and signage; Supervising the sanitary

sewer system and the cemetery, as experience and training permit, including work undertaken by both staff and outside contractors.

- Developing and implementing ongoing preventative maintenance programs in accordance with approved budgets; Developing and reviewing Standard Operating Procedures (SOP's); informing the Manager, Public Works of changes and develops updates to SOP's; Monitoring and evaluating the efficiency and effectiveness of maintenance programs, procedures, and scheduling, and optimize operations and recommend appropriate service and staffing levels.
- Ensuring all work is undertaken by Operations outside staff complies with applicable legislation, including but not necessarily limited to the Occupational Health & Safety Act, Minimum Maintenance Standards for Municipal Highways, Wastewater Regulatory requirements, Stormwater regulatory requirements, Town By-laws and Policies; Ensuring all required operating data and inspection/patrol records are being collected, as required by legislation and Town policies.
- Performing administrative matters, as required, including but not necessarily limited to completing payroll, approving payments to contractors and suppliers, and development of the annual maintenance program for the Operations staff.
- Other duties as assigned.

Qualifications:

- Secondary School Diploma.
- Certified or eligible for certification as a Certified Road Supervisor.
- Stormwater and wastewater collection system maintenance courses.
- Five (5) years of experience in the operation and maintenance of municipal roads, cemetery operations, wastewater collection systems, and stormwater management systems, including a minimum of two (2) years of supervisory experience.
- Certified Engineering Technologist (CET) designation is considered an asset.
- Current and valid Class DZ driver's licence.
- Good verbal and written communication skills, experience with computers including Microsoft Outlook, Word and Excel.
- Must be conscientious, detail oriented, and able to work both independently and as a member of a team.

Hourly Range: \$47.50 to \$55.57, Band 10 on the Town's 2025 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Friday, August 29, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.