



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1500-001

CALL NO. 26-4745

Job Designation:	Supervisor, Works Contracted Services
Department:	Roads and Works Operations
Job Details:	Permanent Full Time (Non-Union)
Salary Range:	\$120,246 - \$144,353
Pay Grade:	207
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on October 8, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants

This job posting is for an existing vacancy and therefore will be filled accordingly.

We offer:

- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

What can I expect to do in this role?

Reporting to the Manager, Works Operations, the Supervisor, Works Contracted Services is responsible for providing expert guidance and contract oversight across the Town's right-of-way maintenance operational contracts and small capital infrastructure rehabilitation initiatives, while ensuring these are delivered within approved scope, schedule, budget, quality and the Town's safety requirements.

In this role, you will:

- Oversees the successful delivery of the Town's right-of-way operational contracts (i.e. Winter Control, loose-leaf collection, yearly sidewalk replacement program, etc.) and small capital rehabilitation projects (i.e. minor storm sewer replacements, retaining walls, bridge repairs and multi-use pathways) from planning through completion.
- Ensures operational and capital budget delivery and compliance, and that projects stay within approved budget while following municipal rules, provincial laws, and applicable regulations.
- Prepares and develops contracts, scope, drawings, specifications, and contract conditions.
- Oversees procurement planning, prepares and awards tenders, prepares project award reports, and assists with tender documentation, scopes of work, contract negotiation and contractor evaluations.
- Provides leadership, oversight, and support to staff undertaking contract administration activities, including contractor management, compliance monitoring, dispute resolution, change control, claims management, payment approvals and project closeouts.
- Provides oversight and guidance on the review of engineering designs for Regional, Town, and external stakeholder projects (i.e. Metrolinx, developments) to ensure functionality, operational requirements, and operational maintenance standards can be met.
- Oversees roadway patrol and sidewalk inspection programs to ensure compliance with Ontario Minimum Maintenance Standards (O.Reg. 239/02) and maintain accurate, defensible records for claims management.
- Leads and develops a multidisciplinary team of Project Leaders, Inspectors, Operations Technologists and Infrastructure Technicians through strategic workload planning, performance management, mentorship including performance assessment, and career/skillset development initiatives.
- Supports workforce planning through recruitment, onboarding, training, coaching, and maintenance of job documentation.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

- Provides operational leadership and technical support, including staff coverage, after-hours standby participation, acting for the Manager during absences, and representing the Town in claims-related matters.
- Supports in identifying and implementing improvements to operational practices, contract delivery, and service performance, while maintaining industry partnerships and engagement.
- Serves as a primary representative for Works Operations customer complaints, escalated service requests, Council inquiries and stakeholder concerns.
- Performs other duties as assigned.

How do I qualify?

- Diploma in Civil Engineering Technology, Construction Engineering Technology, or a related technical discipline, combined with a Certified Engineering Technologist (C.E.T.) designation. A Bachelor of Engineering (B.Eng.) or Bachelor of Architecture (B.Arch.) degree would be considered an asset.
- Minimum 8 years of progressively responsible experience in municipal, provincial, or private sector infrastructure construction, maintenance, and rehabilitation program delivery, including contract preparation, procurement/tendering, contract administration, and design review.
- Experience in managing right-of-way projects including asphalt applications, stormwater management, concrete surfaces and other municipal or infrastructure operations maintenance activities.
- Experience with winter operations, loose leaf collections, or other operations and maintenance programs is an asset.
- Experience leading teams responsible for infrastructure construction, maintenance or operational programs.
- Proven ability to manage projects and supervise staff across all areas of infrastructure construction, maintenance, and operations.
- Exceptional interpersonal, communication and customer service skills, with a commitment to delivering a positive customer experience, building trust with the public or other departments, and resolving complex issues in a respectful, factual, timely and professional manner. Effective stakeholder engagement is a key performance expectation of the role.
- Experience managing the work of contractors, consultants and external stakeholders while supervising technical and operational staff.
- Strong understanding of seasonal operational demands, safety standards, and regulatory compliance
- Strong knowledge of municipal infrastructure maintenance, procurement and tendering practices, contract administration, service performance monitoring, Ontario Minimum Maintenance Standards (O.Reg. 239/02), and applicable legislation, regulations and industry standards.
- Demonstrated ability to interpret engineering drawings, specifications, contracts and technical documentation.
- Ability to apply technical expertise in support of legal proceedings, claims investigations and discoveries.
- Knowledge of the Municipal Act, the Building Code (i.e. roadside asset portion), the Ontario Provincial Standards of Design, and the Ontario Provincial Standard Specifications.
- Strong leadership, communication, negotiation, organizational, analytical and problem-solving skills.
- Proficient use of software/technology such as Microsoft Project, Builterra or equivalent contractor management technologies.
- Availability to participate in after-hours support as required for significant weather events or major emergencies.
- A valid and unrestricted Ontario Driver's Licence Class G is required with a driving record that demonstrates responsible and safe driving behaviour. Note: Applicants with 6 or more points are ineligible for consideration. Successful applicants will be required to provide the Corporation with a copy of their driver's licence and a current driver's abstract (no older than 30 days from their offer date) and will be required to pass a Town administered road test as a condition of employment.

Core Knowledge Required for Success

In addition, your experience demonstrates the following **Supervisor leadership competencies**:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: September 17, 2026

The Town’s recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.