

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Operations Supervisor
Reports To: Public Works Manger
Indirectly Reports To: Chief Administrative Officer
Revised: October 2020

POSITION SUMMARY

The Operations Supervisor directs, supervises and assists in the operational activities for the maintenance and construction of the Municipality's infrastructure.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Teamwork, integrity, results orientation, customer focus.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the key duties, responsibilities and requirements of the position.

Public Works Manager

Date

Chief Administrative Officer

Date

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Position Description: Public Works – Operations Supervisor – Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

1. Direct, supervise and assist in operational activities for the maintenance and/or construction of the Municipality's road system, bridges, fleet, buildings, property, equipment, etc. in accordance with applicable legislation.
2. Coordinate, monitor, supervise and report the work of contractors working on municipal infrastructure (roads, bridges, fleet, buildings, property, equipment, etc.).
3. In consultation with the Public Works Manager, monitor weather conditions and conduct road patrols in accordance with the Provincial Minimum Maintenance Standards and direct staff to act upon inclement weather.
4. Supervise and direct Public Works staff, and on an as needed basis operate heavy equipment, including but not limited to trucks, snowplows, backhoes, and graders to fulfill assigned duties.
5. Perform work in conjunction with subordinate employees, as required.
6. Investigate and respond to service requests during normal working hours and after hours, including being available for the after-hours emergency number in the absence of the Public Works Manager.
7. In conjunction with the Public Works Manager, respond to questions and concerns from the public, emergency services providers, utilities, provincial ministries, contractors, suppliers and local municipalities in a timely and courteous fashion.
8. Take a lead roll in conducting inspections and maintaining equipment in a safe operating condition by following acceptable maintenance and servicing schedules (oil changes, filters and lubrications, etc) according to service manuals. Perform and recommend repairs or replacement work to the Public Works Manager.
9. Ensure that all employees work in accordance with relevant Health and Safety Legislation, Ontario Traffic Manual Requirements and corporate/departmental policies and procedures. Ensure all work areas are maintained in compliance with health and safety standards.
10. Responsible for Entrance and 9-1-1 Civic Addressing Permits.
11. Respond to emergency situations, as required.
12. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.

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13. Provide advice and training to new or inexperienced staff on routines, standards, equipment use, etc.
14. Supervise and coordinate the work of summer students within the department.
15. In the absence of the Public Works Manager, in addition to supervising the public works employees, provide supervision at the municipal waste site and transfer stations.
16. Performs such other duties as assigned by the Public Works Manager or Chief Administrative Officer that are associated with the primary responsibilities of the position.

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FACTOR DESCRIPTION

1. Knowledge Gained by Formal Education and Previous Training

Requires post-secondary school education sufficient to acquire a sound knowledge of public works practices and procedures normally acquired through a 2-3 year college program and/or municipal training or an equivalent combination of education, training and experience, plus a valid "DZ" License. Industry specific training is required to develop a solid understanding of public works operations. A Road Supervisor – Senior (CRS-S) certification would be considered an asset.

Requires a working knowledge of computer software applications including but not limited to Microsoft Office Programs (Word, Excel, Outlook) and GIS, as well as training in traffic control, WHMIS, chainsaw operation, propane handling and basic knowledge in surveying.

2. Knowledge Gained by Experience

Requires a minimum of three years progressively related experience in supervising and assisting in the operational activities for the maintenance and construction of infrastructure such as roads, bridges, fleet, buildings, property and equipment, preferably in a municipal setting.

3. Complexity

Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.

Most of the methods and procedures are well established, however uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

4. Supervision, Training, Management and Advisory Responsibilities

Supervises five unionized employees while performing public works maintenance functions.

May be required to manage staff in the Public Works Department when acting in the absence of the Public Works Manager.

Supervises and coordinates the work of summer students within the Department.

Provides advice and direction to outsourced services, outside agencies and the general public.

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5. Supervision Received – Independence of Action

Ability to work as part of the Public Works Department team to achieve broad department goals under the direction of the Public Works Manager. Must have the capacity to work independently and in a team setting within the policies and objectives of the Corporation and Department to achieve results. Assists with development and, once adopted, carries out operational and maintenance policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Public Works Manager.

6. Consequence of Error – Budget Responsibilities

Decisions will have a direct impact on the overall financial status of the Township. Errors in information provided to the Public Works Manager can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

7. Confidentiality

Occasionally works with confidential information concerning Township, private property owner initiatives where disclosure may result in legal action, loss of integrity and monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

8. Contacts

Works with the Public Works Manager, to develop solutions to Public Works procedures, policies and communication challenges with regards to operations. In occasional contact with consultants, contractors, suppliers, government ministries and agencies and the general public. Liaises with Planning Administrative Assistant with regards to Entrance and Civic Address Applications.

9. Physical Skills and Effort

Operates various vehicles and equipment which may require prolonged sitting. Attends work sites to perform and supervise activities of staff and contractors. May be required to lift up to 30 kg unassisted.

10. Working Conditions

Works in the field, in vehicles and equipment. Exposure to dust, dirt, diesel fumes, insects and extreme weather. Possible exposure to difficult staff or public.

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Occasionally may be exposed to weather extremes or safety hazards when traveling within the Township. Must occasionally meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are Monday to Friday, 8 hours a day with a half-hour lunch (40 hours per week). Overtime will be required during adverse weather events during all seasons of the year. Overtime is not compensated (time in-lieu) and will be earned at straight time. Will be required to be responsible for the after-hour emergency phone in the absence of the Public Works Manager. On-call hours will be compensated as per the OPSEU Collective Agreement (2020 rate is \$1.75 per hour).

Dated – October 13, 2020