

The Corporation of the Township of South Algonquin is currently recruiting an organized and motivated individual with superior leadership, communication, and customer service skills who works well in a fast-paced environment to fill the full-time position of Public Works Superintendent.

## POSITIONS SUMMARY:

### Position responsibilities:

Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township and consistent with provincial and municipal legislation.

### Job Summary

- Provides leadership and direction to supervisory and supporting staff.
- Develops and administers maintenance and construction.
- Participates in the development and review of policies, procedures, standards, plans and programs governing the road department.
- Conducts regular inspections of road maintenance activity,
- Manages inventory of equipment, supplies, vehicles
- Ensures administrative duties are performed including maintaining accurate employee and equipment records.
- Investigates and conducts prompt follow-up on questions and complaints from the public.
- Ensures that occupational health and safety practices are observed and implemented.
- Regularly visits work sites to check on safety procedures, investigates accidents that may occur and ensures that safety regulations are adhered to.
- In consultation CAO/Clerk-Treasurer prepares the budget for the current year
- Employs, directs, and discharges all personnel and equipment required to carry out the work,
- Supervises the performance of all work carried out by contract and to certify as to its completion.
- Reports to Council/Committee each month or as directed.
- Ensures C of A requirements are maintained for waste sites.
- Ensures the safe operation management, storage and protection of all equipment, material, and supplies.
- Responsible to set up preventive maintenance programs for all municipal equipment.
- Responsible for the purchasing of supplies and materials for Works Department.
- Responds to emergencies and disasters as directed, dispatches road equipment and supplies
- Inspects and approves the installation of all entrance permits in accordance with Council policy.
- Informs Council regarding upcoming courses on training and development, i.e. Mahoney & Anderson Road Schools, attendance at OGRA Conference, or other seminars.
- Performs other duties as specified by Council or CAO.

### QUALIFICATION:

- Certified Engineering Technologist (CET) preferred or equivalent education, experience, and knowledge.

- Completed or capable of completing Municipal Training sessions such as Ontario Good Roads (Maintenance and Construction Courses).
- Possess or be able to obtain Certified Road Superintendent (CRS) designation.
- Minimum 5 years Superintendent/Managerial experience in a municipal roads environment combined with post secondary education with Ontario Good roads or equivalent.
- Minimum 3 years' experience with municipal budget and accounting practices.
- Detailed working experience with Ministry of Transportation legislation and policies and other legislation related to municipal roads.
- Strong interpersonal skills and leadership ability combined with excellent written and verbal communication skills.
- D-Z vehicle licence mandatory.
- Thorough knowledge of construction and maintenance techniques and equipment and heavy machinery operation as normally acquired with several years of related experience.
- Strong supervisory and administrative skills to plan, organize and implement road maintenance, construction activities.
- Sound technical knowledge of all Works services including storm water, roads, and waste disposal sites.
- Excellent managerial and administrative skills to plan, direct and supervise departmental activities involving professional and technical people and the general work force.
- Excellent communication skills, both oral and written, to provide advice and direction to reporting staff, provide information to the public, liaise with contractors and outside agencies, etc.
- Interpersonal skills to maintain pleasant and effective relations with staff and the public.

A complete job description is available upon request.

The Municipality offers a competitive annual salary range of \$51.37- \$59.72 per hour based on a 40 hour week, benefits and OMERS pension plan.

This position requires work outside of normal office hours.

A complete resume and cover letter can be sent to:

Bryan Martin, CAO/Clerk-Treasurer

7 Third Ave.

P.O Box 217

Whitney, Ontario

K0J 2M0

[clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca)

**Deadline for submission is March 17<sup>th</sup> at 4:00pm**