
Non Union

Job Title:	Manager of Road & Bridge Operations		
Job Opening Id:	30106	# Required:	1
Business Unit:	Public Works	Division:	Transportation
Location:	Thorold Patrol Yard	Standard Hours:	40.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	8	Salary Range:	\$ 95,230.00 - \$112,030.00
Post Date:	2021-11-18	Close Date:	2021-12-01

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

The Manager of Road & Bridge Operations will be required to primarily work in person at the work site.

Job Summary

Reporting to the Associate Director, Transportation Operations, the Manager Road & Bridge Operations is responsible for the management of the Road Maintenance Operations section including roads, bridges, culverts, safety barriers, drainage systems, vegetation management and winter operations within their assigned service area in order to ensure their efficient operation and compliance with all pertinent Acts and Regulations.

Education

- Post-secondary diploma in Civil Engineering Technology or a related discipline.
- An equivalent combination of education, experience and qualifications may be considered.
- Post-secondary degree in Civil and/or Structural Engineering is preferred.

Knowledge

- 10 years of directly related experience in operations and maintenance of road and bridge systems and associated infrastructures, including at least 5 years at a supervisory level.
- 5 years of experience in a Public Works / municipal roads maintenance setting is preferred.
- Certified as a Road Supervisor with the Association of Ontario Road Supervisors.
- Certified or eligible to be certified with the Ontario Association of Engineering Technicians and Technologists.
- Knowledge and understanding of the Highway Traffic Act, Employment Standards Act, Occupation Health and Safety Act, the Ontario Traffic Manual, Minimum Maintenance Standards, AODA and Environmental Assessment Act.

Responsibilities

Manages road and bridge operations and maintenance services, including roads, bridges, culverts, safety barriers, drainage systems, vegetation management and winter operations. (50% of time)

- Inspects the Regional road and bridge systems and road maintenance facilities, ensuring adequate funding is being applied to each asset and identifying and addressing deficiencies.
- Manages the overall winter maintenance strategy, to ensure staff and contract staff are meeting Council approved levels of service during winter storm events.
- Ensures road and bridge operation databases are maintained, providing details of work conducted on regional assets, by both internal and external parties.
- Monitors the Area Maintenance Contract (AMC) and City of St Catharines winter maintenance contracts for quality assurance purposes. Assists the Associate Director of Transportation Operations in the administration of these contracts.
- Provides supervision in the containment/clean-up of spills of hazardous materials.
- Receives verbal, written and/or e-mail requests for service from the general public, elected officials, other agencies or municipalities and takes appropriate action.
- Drafts tender, contract and request for proposal documents, in accordance with the procurement policy and procedures.
- Inspects facilities within area of responsibility to ensure they are maintained to level of service approved by Regional Council.
- Investigates the details of accidents/claims, commenting on the road and bridge design features in place at the time of accidents to protect Regional interests and representing the Region at Examinations of Discovery and trials as the expert witness as required.
- Reviews and provides technical recommendations on the design of construction proposals to be constructed by area municipalities, utility agencies and private developers, reviewing drawings, attending preconstruction reviews and construction site progress meetings, ensuring private developer permit compliance, auditing projects and providing on-site support.
- Ensures adequate inventory level of stock and materials are maintained, reviewing tender documents on stock and material items and making recommendations on tender awards.
- Reviews the annual fleet capital replacement list of vehicles and equipment in the Road Operation sections, making recommendations on changes and/or upgrades required prior to tendering.

Ensures effective operating processes, policies and practices are in place, monitoring regulatory/legislative compliance and service quality, and identifying and addressing issues. (15% of time)

- Ensures compliance with provisions of the O.H.S.A., MOL Regulations, Regional Policies, Minimum Maintenance Standards, Highway Traffic Act, EUSA, AODA and relevant legislation.
- Liaises with other government agencies, manufacturers and suppliers of operating and maintenance, materials and services, reviewing and commenting to these external agencies, on behalf of the Region, on changes that may affect Regional interests.

Develops, manages, and administers annual and multi-year Capital and Operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (5% of time)

- Ensure goods and services are acquired in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (20% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.

- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Identifies opportunities for improving road operations and maintenance services, ensuring alignment with division priorities, and developing and presenting recommendations. (10% of time)

- Formulates and implements new procedures or changes to existing procedures, providing documentation for standard and specialized work tasks.
- Identifies and reviews changes in legislation related to the design and maintenance of traffic related components, identifying strategies for improvements/modifications.
- Comments on proposed changes in engineering and legislation requirements pertaining to traffic operations and recommends program changes accordingly.
- Conducts market research, to select cost effective materials, equipment and new technologies.
- Researches and reviews new technologies in materials, methods and equipment affecting the Transportation Operations unit.
- Recommends new work processes and systems with a continuous improvement focus.
- Provides a leadership role in the development and implementation of new initiatives.
- Keeps abreast of relevant case law related to road operations claims and works with the Associate Director to mitigate liability.

Special Requirements

- Must possess and maintain a valid and unrestricted DZ license for the class of the vehicle operated.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To view the full job description and requirements, visit our Careers page - **Job Opening #30106**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application **no later than December 1st, 2021** before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.