

# Manager of Roads Operations

## People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

## Job Profile

Responsible for leading the effective and efficient operation of the Roads Service Area. Works closely with peers to achieve a common and cohesive approach to divisional objectives. Manages annual, seasonal, work programs.

## What you will be doing

- Provides leadership and oversight to the roads operations.
- Responsible for operating budgets; specifically monitors and manages annual budgets based upon approved levels of service for roads operations.
- Coordinates with Asset Management Division and MMS Coordinator to ensure preventive maintenance, operational and seasonal activities are current, fully documented, scheduled and recorded through the Work Management System.
- Liaises with peers, contractors, outside departments and organizations to build working relationships and cooperative best management practices for the industry to improve safety, efficiency and technologies being utilized to perform required tasks of the division.
- Responsible for all aspects of customer service including investigating, documenting and resolving concerns and complaints or providing program information.
- Recruit and develop staff to ensure an outstanding level of service is provided.
- Assures compliance to applicable regulations and standard operating procedures. Assists with development of new Standard Operating Procedures and responsible for quality control.
- Ensure employees work in compliance with the Ministry of Environment and Ministry of Transportation, Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures, and to take every reasonable precaution to protect the workers.
- Recommends and establishes asset management maintenance activities to extend the life cycle of infrastructure in a cost effective manner, including optimization of people, materials and equipment.
- Responsible for all facets of Public Works operations while performing standby managerial duties. Includes coordination of licensed operators to address issues within the Water & Wastewater divisions.
- Possess a comprehensive understanding of the collective bargaining agreement and a working knowledge of the collective bargaining process.
- Acts as backup for Director of Public Works and other Managers as and when required
- Contributing member of the Departmental management team.
- Consistently models the Corporate Values and Behaviours (Respect, Integrity, Service and Inclusiveness).

## Education

Undergraduate Level -Three years or equivalent in Business or Similar

## Certifications

Certified Engineering Technologist or Certified Road Supervisor–Senior with Association of Ontario Road Supervisors (AORS) designation.

## Experience and Knowledge

- Five years of previous roads operation experience with at least three years of supervisory experience in a unionized environment.
- Experience with database and work management systems would be an asset.
- Understanding of the collective bargaining agreement and a working knowledge of the collective bargaining process.
- The successful candidate would have to provide proof that a valid driver's license is held upon being hired.

**Skills you will rely on**

Microsoft Office

Microsoft Outlook

**We will ask you for these items if you are hired**

Proof of your current and valid certificate(s) and/or educational qualifications.

Supervisor Health & Safety Awareness Training Certificate from the Ministry of Labour

Valid G driver's license.

**Your compensation**

This position is within Grade 7 of the Non-Union Salary Schedule and has an annual salary range of \$100,473 to \$122,529. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

**Hours of work**

Monday to Friday, 7:00 a.m. to 3:00 p.m. (35 hours per week)

**Posting closing date**

To apply for this position visit: [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting closes May 22, 2019.

**Accommodation needs and protection of privacy**

The City of Cambridge welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please make your needs known in advance by contacting the Human Resources Division.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.