

The Corporation of the County of Huron Public Works Department Requires a

Patrol Supervisor

The County of Huron, known as “Ontario’s West Coast,” is a mosaic of vibrant communities along the shores of Lake Huron. The County has a population of 60,000 people. Amidst pastoral and marine scenery, the County’s economic strengths are agriculture, manufacturing, and tourism. Please visit MakeHuronHome.ca and HuronCounty.ca.

The Patrol Supervisor is responsible for staff, contractors, and all activities performed within the patrol in the operations and maintenance of road, right-of-way, and drainage infrastructure.

Roles and Responsibilities

- Responsible for the safety of staff and contractors working within the patrol including the decision to cease operations under very poor weather conditions.
- Responsible for the planning, organization, scheduling, quality control, and record keeping of all activities assigned to staff and contractors in compliance with all applicable regulations, policies and procedures.
- Supervises staff by leading, mentoring, coaching and when necessary discipline.
- Ensures that all staff and contractors are qualified and have the necessary skills and training to perform assigned tasks in accordance with all applicable regulations, policy and procedures.
- Responsible for monitoring and record keeping for each staff member with respects to performance, punctuality, attendance and conduct.
- Provides on-the-job or recommends external training opportunities to staff to increase skills and proficiency, and where appropriate, future succession within the organization.
- Responsible for the monitoring and recording of the condition of all road and drainage related infrastructure components through regularly scheduled inspection programs.
- Ensures that all required shifts are appropriately staffed, including, coverage for absenteeism, which includes performing other duties of other positions as needed.
- Responds after-hours, as required, by the County Engineer, Manager of Public Works, and/or the OPP within their scheduled on-call period or in emergency situations.

- Responds to public complaints (or other issues identified by the County Engineer or Manager of Public Works) and takes appropriate action. Informs the Manager of Public Works of outcomes or issues that cannot be corrected within County policy or procedure.
- In accordance with the County Procurement Policy, obtain goods and services to support patrol activities and capital projects as directed by the Manager of Public Works.
- Responsible for the security and maintenance of patrol yards, shop, tools, equipment, and safe storage of on-site supplies. Includes record keeping of inventory, inspections, defects, repairs, and incident reports of any and all damages that occur and however they may occur.
- Assist in the preparation of RFP or Tender specifications and requirements for work, services, or good to be used by the department.
- Ensures that all working and non-working staff weekly time cards are appropriately coded. Authorizes all timesheets prior to submission to payroll.
- Responsible for Ontario One Call locate requests (and request for locates needed by crews) and associated field mark-ups and/or clearances.
- Responsible for final inspections within the patrol of work completed by contractors or permit holders to ensure compliance with agreements, by-laws and policies. Informs the Office Coordinator if work is completed and compliant to enable the return of deposits or release of bonds to the contractor or permit holder.

Qualifications and Education Requirements:

- Grade 12 and Certified Road Supervisor (CRS)
- 5-7 years' experience in construction or maintenance environment
- 3-5 years' experience in a leadership role with crew/staff
- Ability to function as a team leader and supervise assigned staff in a respectful, professional manner
- Qualified and able to operate a plow and other heavy equipment
- Ability to read and understand construction plans, specifications and drawings
- Exercise good Oral and written communication skills and ability to deal with public and contractors
- Demonstrates well developed interpersonal, communication and conflict resolution skills.
- Reasonable proficient in the use of desktop, tablet, and smart-phones including the use of standard office tools (email, MS Word, Excel, Outlook, online forms and other municipal business systems
- Valid and Current class DZ drivers license
- Driver Abstract containing no significant record of violations
- AZ License is a preferred skill

Wages: This position is a grade 9 on our 2018 non-union wage grid at \$36.07-40.39/hour. Compensation includes a competitive benefits package and pension plan.

Applications will be accepted until 4:30PM on March 4th, 2019. Please forward your letter of application and resume to:

Email: humanresources@huroncounty.ca - please submit one PDF document containing your letter of application and resume.

Mail:

The Corporation of the County of Huron -- Human Resources
1 Courthouse Square
Goderich, Ontario
N7A 1M2

Confidential Fax:

519-524-4172

The County of Huron is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.