



EMPLOYMENT OPPORTUNITY

ROADS TECHNICAL COMPLIANCE & PATROL

Working in the Infrastructure Services Department and reporting directly to the Public Works Manager, this position will maintain a records management and work order system. This position will track deficiency complaints and provide detailed analysis for insurance purposes. The position will gather information while on regular patrols and provide winter maintenance backup as required, including after hours call back. Reporting to the Public Works Manager, this is a full-time position, 40 hours per week.

Duties:

- Complete road patrols for review of applicable road minimum maintenance standards, prepare necessary documentation, and maintain a records management system.
- Responsible for identification of road right-of-way deficiencies, stakeholder-initiated complaints and maintaining work order system.
- Assists with planning and organizing maintenance operations.
- Responsible for maintaining automated vehicle locating system
- Back up and/or callback for winter maintenance as required

Qualifications:

- Sound Knowledge of the Municipal Minimum Maintenance Standards
- Excellent communication and computer skills, and sound knowledge of spreadsheets, municipal roads and work-order systems including AVL and MESH software
- Assets include related post-secondary education, public relations skills, a DZ Driver's Licence and experience working with public works communication systems.

Salary Range: \$26.18 - \$29.59/hour; rate will depend on qualifications

Interested applicants are requested to forward a detailed resume and cover letter marked Roads Technical Compliance File #17-2019 by 4:00 p.m. June 21, 2019 to:

hr@greaternapanee.com or: Raymond Callery, CAO
Town of Greater Napanee
P.O. Box 97, Napanee, ON K7R 3L4

The Town of Greater Napanee 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 candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.