



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. Its Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

Supervisor, Roads and Traffic Operations

Community Series Department

Reporting to the Manager, Roads Operations, the Supervisor, Roads and Traffic Operations will provide strong leadership and expert guidance to staff by following the City's core values of Care, Collaboration, Courage, and Service. Under management direction, you will provide supervision, and co-ordinate daily department activities. You will work to achieve approved service levels for the summer and winter maintenance program through the coordination of staff, equipment materials and work activities. You will:

- Supervise staff, plan and assign work, arrange staff schedules, to ensure work is being completed to achieve approved service levels
- Responsible for the coordination of the repair operations for roads, traffic and drainage systems and stormwater management infrastructure
- Responsible for preparing and creating tender documents and contract coordinating
- Work with budgets and site inspections to obtain data for new tenders
- Participate in the training of staff, hiring, discipline and adhere to all safety requirements to create and maintain a safe work environment
- Inspect roadways and make recommendations for road improvements beyond the scope of maintenance
- Conduct analysis to identify the longevity of roads as well as calculating the Pavement Quality Index to determine which roads need resurfacing.
- Provide customer service, investigate and resolve complaints, schedule for repairs, complete repairs, and close tasks
- Work with City legal team to investigate claims
- Oversee and administer the work of external contractors
- Assist with the preparation of, and work within, annual operating budget and support policy development
- Research, recommend, and implement new methods, equipment, technology, and reports on various operational issues

Qualifications:

- Diploma in Civil Engineering, or related discipline
- Certified Roads Supervisor designation
- Registration with OACETT considered an asset
- 5 years of progressive experience within a roads/traffic maintenance/construction environment including winter control experience and supervisory experience in a unionized environment
- A valid "G" License is required and a "DZ" Driver License is considered an asset. Upon hire, the successful candidate will be required to provide proof of vehicle insurance and a clean Driver abstract from M.T.O.
- Working knowledge of the Occupational Health and Safety Act and Regulations and WHMIS as well as, an understanding of relevant legislation, acts, codes and regulations
- Experience with tender document preparation, contract administration, budget preparation and administration and policy development
- Working knowledge of all construction/maintenance equipment used in municipal operations
- Proficiency with MS Office Suite including Word and Excel
- A team player focus, with excellent analytical, administrative, organizational and problem solving skills and written/oral communication skills
- The ability to effectively communicate with tact, courtesy, discretion and diplomacy with all levels of staff and the public
- You demonstrate Richmond Hill's corporate values of care, collaboration, courage and service

The salary for this position is \$102,332 to \$120,380.

For more information and to apply online, visit our website at: Richmondhill.ca/Employment by 4:30PM on May 3, 2019.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.