

Supervisor, Survey, Utility, and Technical Unit

Salary Range: 93259.00 To 109745.00 (CAD) Annually

Applications are now being accepted for the Supervisor, Survey, Utility and Technical Unit position in the Operations Department - Roads Division, Community and Fire Services Commission. To apply for this position, please submit your cover letter and resume by **April 28, 2019 at:**

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=04bf51f8-d2dd-4641-ba92-183522f6e8b3&cclid=19000101_000001&type=MP&lang=en_CAby

Hours: 35 hours per week

Working Conditions:

- Office Environment
- Required to conduct site visits in non-so-favorable physical environments City of Markham right-of-way.

Job Summary:

Reporting to the Senior Manager, Roads/Survey/Utility Division, the Supervisor Survey/Utility/Technical Unit will be responsible for overall coordination, supervision and administration of the Survey, Utility and Technical section of the division which includes approvals/inspections of utility installations and Road Occupancy Permits (ROP) and associated By-law Fee Schedule within the City Right-of-Way, Streetlight Infrastructure maintenance, Streetlight Cable locate survey and Survey and Technical development review functions.

The Supervisor – Survey/Utility/Technical Unit will provide leadership, supervise staff, coordinate activities within the unit, and liaise with other departments and external agencies. The incumbent will oversee the City's Municipal Access Agreement (MAA), assist in updating City's asset management program related to road/sidewalks/street lighting, condition assessment and life cycle analyses, related project work, provide timely review and approval of utility permits and provision of survey services to internal departments.

Job Duties:

- Ensure timely review and approval of utility permits, ROPs, Special Event Permits Requests, Technical Development review within the City Right-of-Way, new development and administer and negotiate Municipal Access Agreements with various Utility Agencies.
- Oversee the review process of development plan / drawing and capital projects within the City to protect the right of way infrastructure on behalf of the Operations department.
- Coordinate utility/streetlight maintenance related inspection services.
- Coordinate survey services with Survey Party Chief; ensure Benchmark and Control Point system is maintained.
- Prepare requests for proposals to retain engineering consultants to undertake inspections/condition assessments and contractors to undertake recommended rehabilitation works.

- Conduct appropriate studies and data management to determine programming needs, develop and maintain short/long term asset management programs with inputs into asset management program, lifecycle reserve studies and capital budget process, projects including but not limited to pavement condition survey, closed land fill management.
- Utilizes GIS and MS Access software to analyze and manipulate data to produce presentation maps.
- Assist in completion of yearly business planning activities including BUP, Lifecycle Study, Capital Budget, Operating Budget etc.
- Liaise and coordinate with the City's internal departments to ensure the planned capital programs are executed.
- Supervise staff including recruitment, assigning work, determining training and development needs, coaching and mentoring, conducting performance appraisals, determining/recommending disciplinary action in accordance with the collective agreements and municipal policies and practices (currently 6 staff members).
- Prepare reports, make presentations to Senior Staff, Council/Committees, and represent the department in public meetings and information sessions.
- Support Senior Manager, Roads/Survey/Utility Division all matters involving the section.
- Assist in preparation annual updates to the Lifecycle Reserve Study; prepare annual Capital program and Operating budget for the unit.
- Provide financial tracking and cost control of projects (process invoices, quarter/year-end requirements); working closely with Finance Department.
- Other duties as assigned.

Job Requirements:

- Minimum university degree in Civil Engineering or related field from a recognized university and at least 5 years directly related experience or the equivalent combination of education and experience.
- Professional Engineer (P. Eng.) licensing in the Province of Ontario will be an asset.
- A strong background in infrastructure design, project management and negotiation, and an extensive knowledge of the Environmental Assessment, Environmental Site Assessment (brown field site) process.
- Working knowledge and experience with MS Access, GIS and Asset Management tools.
- A valid Class "G" driver's license is required with a good driving record, and reliable vehicle to use on corporate business.
- Availability to attend evening meetings outside of normal business hours.

- Excellent interpersonal, time/project management, organizational, contract administration, analytical, recordkeeping, work prioritization, problem solving and staff development/supervisory skills.
- Ability to build strong and enthusiastic staff teams and internal alliances, champion the vision, mission and values of the department, commission and municipality, to foster and contribute in a positive, productive, service-oriented work environment; and to deal courteously and effectively with all contacts.
- Detailed knowledge of applicable legislations, acts and standards pertaining to utilities management, streetlight maintenance.
- Excellent organizational, interpersonal, communication and presentation skills both written and verbal.
- Ability to negotiate/facilitate and present information to varied audiences.
- **Service Excellence:** Leads and supports staff in meeting or exceeding service standards when interacting with customers.
- **Change & Innovation:** Effectively implements change and supports and involves staff through change transitions.
- **Teamwork & Relationship Building:** Leads and supports staff in working together collaboratively, fosters teamwork and inclusion, and cultivates relationships.
- **Communication:** Models active listening and clear communication, and supports staff members in communicating effectively.
- **Accountable Results Oriented:** Role models ethical behaviour and accountability; clarifies expectations, policies and legislation and supports staff in meeting them.
- **Management & Leadership:** Supports a positive work environment, develops and enables staff, sets clear expectations, provides regular feedback, and addresses performance

The City of Markham is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all those applicants who have applied however only those applications selected for an interview will be contacted.

Please respect our scent free area by not wearing scented products when visiting the office.