Town of Whitby
Employment Opportunity

Our team is highly skilled, passionate about our community, and we care. Let’s grow together.

Manager of Operations (Roads/Traffic)

Who We Are
In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby’s Official Plan has been updated to establish new directions for Whitby’s planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let’s grow together.

What You Will Get To Do
The successful candidate will have a positive impact on our corporate culture by demonstrating the Town’s CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Director of Operational Services, the Manager of Operations (Roads/Traffic) is responsible for overseeing the daily operation and maintenance management of the Roads/Traffic division; urban and rural roads, snow removal, traffic signs and pavement markings, and storm water management; including:

- providing strong leadership, coaching, mentoring, advice and guidance to all staff;
strategically planning and preparing annual and multi-year work programs for activities of the Roads/Traffic division while ensuring infrastructure is adequately maintained;

actively reviewing and establishing maintenance standards, service levels, work plans and performance expectations for both staff and contractors;

preparation and monitoring of the operating and capital budgets; while forecasting required equipment, tools and material required for the division;

formulating reports and correspondence in relation to a variety of operational issues;

representing the Town, in conjunction with appropriate parties, during investigations and/or court processes, relating to insurance claims and/or law suits;

reviewing, evaluating and approving of work contracts, purchase orders, quotations and tenders;

responding to and resolving inquiries and/or issues from various internal and external sources including, but not limited to, Town Council, senior management, business owners, consultants, contractors and the general public as it relates to the delivery of operational programs and/or services;

developing and presenting responses to media inquiries;

partnering with Human Resource Services to respond to employee and/or labour relation issues, including change initiatives, organizational development and/or recruitment;

providing leadership and direction during emergencies and/or storm events;

ensuring federal, provincial and municipal legislative requirements are adhered to including the Occupational Health & Safety Act, the Highway Traffic Act, etc.; and,

other related duties as required.

Who You Are
As the successful applicant:

- You are a strong leader and coach to a large team; who places an emphasis on interdepartmental collaboration, while effectively implementing and/or supporting organizational change initiatives;
- Your excellent communication and interpersonal skills allow you to build, establish and maintain positive working relationships with staff, consultants and the general public;
- You are a strategic thinker with high energy who is excellent at prioritization and time management, while working under pressure to meet stipulated deadlines.
- Your extensive knowledge and experience in the field allows you to navigate through complex problems and recommend innovative solutions;
- You have the ability to demonstrate tact, diplomacy and sound discretion when working with a broad range of partners; and,
- You are a safety conscious individual, with a demonstrated ability to ensure all staff are adhering to the Occupational Health and Safety Act and/or related legislation.

What You Bring To Our Team
As the successful applicant, you must possess:

- a post-secondary diploma in Civil Engineering or related discipline;
- a C.E.T. designation in good standing from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT);
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- designation as an AORS Certified Road Supervisor (CRS-S);
- a minimum of eight (8) to ten (10) years progressive experience in a management role;
- strong technical, analytical and reasoning skills to ensure accuracy and efficiency within the operations;
- considerable fiscal and budget management skills;
- intermediate level knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- a thorough understanding of municipal government, related legislation and industry best practices;
- A valid, unrestricted Class “G” Licence, with a willingness to obtain a valid Class “DZ” Licence.

What We Offer You

- Salary: $105,331 - $123,919 per annum
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

Posting Date: Wednesday, February 12, 2020

Union Affiliation: No Affiliation

Hours: Monday to Friday – 7:30 a.m. to 4:00 p.m. (forty hours per week). Flex hours may be required in order to respond to emergency situations and/or assist with winter control operations.

Application Deadline: Friday, March 13, 2020

Application Instructions: To be considered for this exciting opportunity, please apply through the Town of Whitby website; Current Opportunities.

Internal candidates can apply by submitting an internal application form to Human Resource Services.

Please quote reference number: 20-M003-240