

February 7, 2019

District Manager, Roads Maintenance #23509

DEPARTMENT: Transportation Services Department
BRANCH: Roads and Traffic Operations Branch

Salary: \$112,334 to \$132,159 annually

LOCATION: 3525 Baseline Road, Sutton
STATUS: Regular Full-Time
SCHEDULED WEEKLY HOURS: 35
SCHEDULED SHIFTS: 0830 – 1630

This is a Replacement Non-Union
position

POSITION PURPOSE

Reporting to the Manager, Roads Operations, is responsible for managing, planning, budgeting and scheduling, through external and internal resources, a roads maintenance program for the Regional road network within the service area of an assigned Patrol District to comply with provincial legislation and protect the Region from liability; assists in preparing strategic plans and quality assurance activities; responding to inquiries and complaints from the public, elected officials, contractors, etc.; deploys resources to address identified road maintenance problems; drafts contracts, tenders and specifications; reviews road maintenance aspects for development applications; manages inspections for internal and external contract compliance; oversees compliance with environmental requirements and corresponding reports; oversees internal and external resources within approved programs; presents recommendations to management to increase operational efficiency; oversees monitoring and responds to emergencies and deficiencies enabling efficient traffic flow and increasing public safety and ensuring that the Region's rights-of-way are in a good state of repair.

MAJOR RESPONSIBILITIES

- Manages the functional activities of the District, including approval of work assignments, to maintain road surfaces, roadside safety barriers, pedestrian/cycling facilities, signs, noise barriers and boulevard areas to maintain a state of good repair and ensure compliance with provincially legislated standards.
- Monitors performance against baseline plans, addresses conflicts and ensures proper record keeping for use in Regional defence of liability claims.
- Assesses operations performance and identifies initiatives and opportunities for service delivery improvements in consultation with frontline staff and management.
- Develops and monitors level of service and key performance metrics for the District; establishes levels of service for long term functional requirements to meet Divisional and Branch objectives.
- Manages the development of request for proposals for contracts; manages development of tenders and specifications for various materials and services.
- Drafts contracts, tenders and specifications; manages inspection program including internal and external resources and ensures proper administration and monitoring of all contracts within District.
- Manages development of annual and monthly operational work plans, in compliance with annual operating plans, local road condition priorities, and reviews operational activity performance to ensure effective and efficient compliance for the District.

QUALIFICATIONS

- Successful completion of a University Degree in Civil Engineering or Public Administration or related field or approved equivalent combination of education and experience.
- Minimum five (5) years' supervisory/leadership experience in the transportation industry or other logistical operational environment with responsibilities including planning, technical analysis, operating procedures, technical analysis and project management.
- Strong knowledge of Infrastructure Asset Management best practices concepts, risk management, business processes and maintenance management concepts and techniques.

Please apply online by **February 25, 2019 at 4:30 p.m.** We thank all candidates for their interest, however only those selected for an interview will be contacted via email.

York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.