



## The Township of Oro-Medonte requires a OPERATIONS COORDINATOR - TRANSPORTATION

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe with a population of 21,500 and a land area of 61,000 hectares that includes a number of settlement areas that continue to grow and urbanize. Oro-Medonte provides residents and visitors alike with unparalleled year-round recreational opportunities, the riches of life in a rural setting with the convenience of being just a short drive to Barrie, Orillia and the Greater Toronto Area. As one of Ontario's premier quality of life communities, the Township is committed to its strategic goals including: balanced growth, an inclusive and healthy community and an employer of choice.

The Township is currently seeking an experienced municipal professional, with the knowledge, skills and abilities to Manage, Supervise and Direct the Operations in the full time position of Operations Coordinator - Transportation.

Reporting to the Manager, Operations, the Operations Coordinator - Transportation is responsible for supervising planning and directing daily operations, maintenance, scheduling of roads activities to ensure levels of service and legislative standards are upheld in a safe and economical manner, ensuring excellent customer service is maintained at all times.

The applicant must have sound knowledge of municipal operations, along with strong knowledge of roads, maintenance and construction practices, construction equipment and vehicles, applicable legislation and regulations. This achieved through diploma in Civil Technology/Technician or equivalent combined with a Certified Roads Supervisor designation. A minimum of 5 years related Municipal experience (with 2 years supervisory experience within a unionized environment). Knowledge of the Occupational Health & Safety Act, combined with strong management and supervisory skills are required. The successful candidate must hold and maintain a "DZ" license. The position requires proficient oral and written communication skills, a solid knowledge of and experience with Word, Excel and PowerPoint; a working knowledge of GIS and AutoCAD; and strong organizational and time/project management skills to effectively meet multiple deadlines.

The ideal candidate will have a proven ability to think critically and strategically, effectively build and maintain partnerships and relationships with diverse groups of internal and external stakeholders while fostering an environment of accountability, innovation/continuous improvement and empowerment to anchor the Township's commitment to Public Service Excellence.

This is a Management position and offers a salary commensurate with experience and education (Salary range \$68,598 to \$83,351), plus a competitive and attractive benefit package. Please address your resume to the attention of **Tamara Obee CHRL, Manager Human Resources/Health & Safety**, and deliver by **12:00 noon, Friday, February 16<sup>th</sup>, 2018**.

**Township of Oro-Medonte**  
**148 Line 7 South, Oro-Medonte, ON L0L 2E0**  
**Phone (705) 487-2171 Fax (705) 487-5569**  
**Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)**

**A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)**

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to The Manager, Human Resources/Health & Safety.*