

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for an:

## ASSISTANT MANAGER OF OPERATIONS (Permanent Full Time)

<b>JOB ID:</b> C64-21	<b>LOCATION:</b> 635666 Hwy 10, Shelburne
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on October 19, 2021

Reporting to the Manager of Operations, the Assistant Manager of Operations (working 40 hours per week) provides leadership and administrative support to the Public Works Operations Division regarding risk management, winter maintenance activities, fleet maintenance, contracts, in-house construction, inspections, policies, procedures and asset management.

### What you'll do

- Perform traffic engineering safety reviews by investigating and recommending improvements at problematic intersections, road sections and traffic lights, in collaboration with Engineering Division, Consultants, etc.
- Manage road signs, guiderail, line painting and other road safety devices, developing maintenance and replacement schedules using asset management tools and inspection.
- Lead Fleet Management for the entire County. Provide and develop policy and training to all County staff regarding fleet maintenance policies and fueling at the Operations Centre.
- Work with Operations Manager, Foreperson and Mechanic to prepare quotes and tenders for the operations division.
- Monitor Level of Service compliance, including record keeping, response times, sign inspection, weather records, weather monitoring and patrolling frequency.
- Post winter road closure notifications via social media, email and message boards, after hours.
- Support operators, patrollers and foreperson during winter storms and emergencies.
- Respond to after-hour emergencies related to traffic accidents and environmental spills.

### What you'll bring

- Post-secondary diploma in Civil Engineering Technology or a related field.
- Registration with or be eligible for registration as a Technologist with O.A.C.E.T.T. as a Certified Engineering Technologist (C.E.T.) or equivalent.
- Certified Roads Supervisor (C.R.S.) Designation or pursuing certification.
- Minimum of five (5) years experience working in municipal public works or equivalent operational environment.
- Ability to maintain tactful relations with staff, management, council, other departments, user groups, contractors, utility agencies, and the public.
- Knowledge of computer software programs including Windows and Microsoft Office.
- Thorough knowledge and understanding of Ontario Regulation 239/02 Minimum Maintenance Standards and application for Municipal roadways.

### What we can offer YOU!

- A competitive hourly wage ranging between \$46.61 – \$54.52;
- Comprehensive health benefits and enrollment in a defined benefit pension plan;
- Access to an Employee and Family Assistance Program;
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI);
- A supportive and collaborative work environment.





## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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