



POSITION VACANCY

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| Call Number: | 2021 - 56 |
| Position: | Roadways Supervisor |
| Type of Vacancy: | Permanent |
| Work Schedule (hours & days): | Shift Work 24/7- Primarily Days (80 hours bi-weekly) |
| 2021 Salary Range: | \$82,240 to \$102,800 |
| Date Posted: | October 6, 2021 |
| Closing Date: | October 22, 2021 at 4:30 p.m. |

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, October 22, 2021**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Roadway Supervisor

POSITION SUMMARY: Under the supervision of the Manager of Municipal Roadways Field Services, responsible for the supervision, maintenance, and service of the section.

RESPONSIBLE TO: Manager of Municipal Roadways

SUPERVISES: All Roadway section staff

RESPONSIBLE FOR:

1. Responsible for ensuring that Roadway Services operations are conducted in accordance with City policies and procedures, Provincial Minimum Maintenance Standards, Standard Operating Procedures, legislative & regulatory requirements, and the current Collective Agreement.
2. Supervises Roadway Services staff performing emergency and preventative maintenance activities. Monitors productivity, efficiency and quality throughout these activities. Conducts regular workplace, vehicle and equipment inspections, and holds regular safety meetings.
3. Supervises work performed by contractors retained by the City by providing direction, enforcing health and safety regulations, and adherence to the Corporation's specifications and policies. Verifies and processes all related invoicing.
4. Responsible for all maintenance activities associated with municipal roads and right of ways to ensure compliance with all applicable provincial and municipal standards and levels of service including maintaining and responding to requests for service related to roadside ditches, boulevards, sidewalks, regulatory signs, street signs, roadway grading, winter maintenance and pot holes.
5. Coordinate work performed by contractors retained by the City by providing instruction, direction, enforcing health and safety regulations and adherence to the Corporation's specifications and policies. Verifies and processes all related invoicing.

6. Responsible for coordination and scheduling of personnel, equipment, and materials for regular and emergency work, as well as overtime activities.
7. Responsible for all maintenance and rehabilitation activities associated with rural roadside drainage and overseeing rehabilitation and repairs completed to meet provincial and City construction standards and specifications.
8. Participates as a member of the Roadways Management Team to continuously improve efficiency, effectiveness and employee relations within the section.
9. Provides direct front line supervision and is responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.
10. Responsible for the preparation of daily activity sheets, reports, summaries, and documentation related to preventative and emergency activities. Report progress on key performance indicators and on meeting established levels of service.
11. Responds to public requests, inquiries and complaints regarding Roadway Services operations.
12. Conduct regularly scheduled road patrols in compliance with Provincial standards. Monitor, record, and report on relevant roadway conditions to generate work orders for correction of noted deficiencies.

POSITION REQUIREMENTS:

Minimum is a high school diploma, with preference given to a Civil Engineering diploma.

Must possess certification as a Certified Roads Supervisor (CRS) or working towards.

Valid Class "DZ" drivers license

Must possess certification in a Management Training Program at the post secondary school level.

At least three (3) years experience in designated field is required.

HOURS OF WORK:

80 hours bi-weekly, may include shift work and weekends

Revision Date: October 6, 2021