



The Town of Greater Napanee is seeking interested candidates for the position of Technical Lead. Please forward a detailed resume and cover letter marked Confidential File #12-2023 – Public Works - Technical Lead to: hr@greaternapanee.com. The posting will remain open until the position is filled. First review of applications will occur March 3, 2023.

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.

Job Description

Position Title: Technical Lead
Department: Infrastructure Services
Division: Public Works
Reports to: Public Works Manager and/or Lead Hands
Location: Public Works Shop – 8321 County Road 2
Eligible for Remote work: Limited
Classification: General Non-union Staff
Grade: 5 - \$58,812 - \$68,802
Hours Per Week: 40 Hours

Job Summary

Reporting directly to the Public Works Manager and/or Lead Hands, the Technical Lead is an integral member of the Public Works Department .

The Technical Lead completes a variety of functions within the Public Works Department and ensures that duties undertaken are completed in an efficient and effective manner. Key duties include care and control of the departments reporting software. As well as assuming a lead role to ensure safety and compliance with all standards and regulations pertaining to the Town’s transportation network.

This role defaults to the Laborer/Operator position on an as-needed basis, seasonally, during significant weather events, and staffing shortages.

Duties and Responsibilities

Technical Duties (60%)

- Department’s Technical Lead for all digital systems and software including providing advice and guidance to internal and external stakeholders

- Provide oversight for the Public Works Automated Vehicle Locating (AVL) system. Duties include the creation of standard specifications, installation, and maintenance.
- Maintain/calibrate material spreader controls and insure proper records retention.
- Maintain fleet camera and data retention systems for risk mitigation.
- Oversee the traffic signage inspection and maintenance program in accordance with Minimum Maintenance Standards (MMS).
- Complete needed road patrols for review of applicable road minimum maintenance standards, prepares necessary documentation including occurrence reports
- Conduct storm water condition assessments and develop maintenance programs for all municipal stormwater infrastructure (Technical support).
- Conduct internal compliance audits and risk assessments with respect to MMS. Provide technical expertise and risk mitigation strategies for various internal and external stakeholders.

Data Collection and Analysis (30%)

- Roadway condition assessments
- Sidewalk condition assessment
- General asset data collection, maintenance and analysis.
- Oversee/analyze compliance with road patrols with respect to MMS, and efficiency.
- Analyze (and provide written recommendations) winter maintenance operations with respect to MMS, approved service levels, and efficiency.

Transportation System Maintenance (10%)

- Oversee traffic signage and pavement markings.
- Coordinate streetlight maintenance, repairs and replacements.
- Perform Laborer/Operator, and winter maintenance operations as required.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications

Education

- Post-Secondary diploma in related field

License, Registration and Training

- Valid Class “D” Driver’s Licence with “Z” endorsement for air brakes with a clean driving record.

Experience

- Proven technical experience and abilities with digital systems and software
- Three (3) years of recent related experience in transportation operations/maintenance
- Minimum one (1) year experience in operations, municipal government or construction related practices in a transportation/operations related organization or company.

Consideration will be to candidates with an equivalent combination of education and experience as described in the cover letter and resume.

Preferred Qualifications

Education

- Three (3) years post secondary in a related field

Experience

- Five (5) years of progressive experience in a technical role.

Skills and Abilities

- High degree of technical ability within digital systems and software.
- Strong ability to troubleshoot and resolve issues
- Excellent organizational and time management skills.
- Able to work independently and as a team.
- Good written and verbal communication skills.
- Strong customer service skills.
- Computer literate and ability to use various software applications including Microsoft applications.
- High degree of analytical skills in assessing and determining job and task requirements.
- Able to prioritize and work with anticipated deadlines.