



## Public Works Team Leader – Roads Operations

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### Position Summary:

Reporting to the Public Works Supervisor – Maintenance & Operations, the Public Works Team Leader – Roads Operations supervises, coordinates and plans work, assigns tasks and projects, determines methods for procedures to be used, monitors quality of work, resolves problems and ensures assigned results are achieved of operational field staff out of 2 yard locations, all within set service levels of the Township's roadways and related assets while adhering to Corporate policies and budgets guidelines while assuring compliance with the Minimum Maintenance Standards. Assists and provides day-to-day support and performs a variety of jobs related to roads infrastructure maintenance operations and provides exceptional customer service with responding to roads inquiries.

### Main Duties & Responsibilities:

- Directs and supervises the work activities performed by subordinate operational staff including assignment of work and monitoring workflow. Ensures timely, efficient, safe, and quality work performance. Undertakes coaching or disciplinary procedures as required to ensure optimal performance of operations
- Utilizes the maintenance management system for all service requests and work orders issued as applicable
- Performs roadway inspections of culverts, drainage ditches, beaver dams, tree encroachments, storm sewer backups, and signage and road deficiencies to ensure compliance with levels of service and Minimum Maintenance Standards
- Coordinates the operations and maintenance of roadway infrastructure services through internal staff and contracted services including but not limited to, road surface maintenance, signs and markings, streetlights, road shoulders, roadside garbage, sweeping, roadside cutting and brushing, guiderail, road and access related permits, etc
- Administers and coordinates the operations and maintenance of winter control services through internal staff and contracted services including plowing roadways, ice control (sanding/salting), route design
- Administers and coordinates the operations and maintenance of environmental services through internal staff and contracted services including trees, ditching, storm sewers, catch basins, storm ponds, municipal drains, subdrains, culverts, bridges, weed control, spills, etc
- Ensures department fleet and equipment are properly inspected, maintained, and safely operated/utilized. Schedules maintenance and repairs accordingly with minimal downtime
- Responds to emergencies, complaints, requests for service
- Assists with collection and review of traffic count data
- Assists in the preparation and monitoring of capital and operating budgets
- Assists with preparation of specifications for material and equipment procurement and ensures specifications, quotes, tenders, and other procurement documents are in accordance with policies

- Participates with the hiring of subordinate staff. Provides training and onboarding to new staff and ensures existing staff are kept current on industry requirements, legislative changes and Corporate goals and objectives
- Ensures health & safety policies, programs and practices are implemented, and maintained including but not limited to performing workplace hazard risk assessments and inspections, incident reporting and investigations, informing workers of hazards and instructing on necessary risk controls and emergency response measures, etc
- Contributes to the development and maintenance of department Standard Operating Procedures. Trains staff in job duties, safety procedures, and Township policy. Arranges for external training when required
- Manages subordinate staff time records and attendance. Monitors and enforces CVOR hours for all road maintenance staff. Approves time sheets and submits for payroll
- Provides back up coverage to Equipment Operators. Operates heavy vehicles/equipment as needed
- Ensures requested locates are conducted with timeframes
- Liaises with contractor (OWCA) on water/wastewater system complaints; provides response to road occupancy permits and water main breaks with any road closures &/or secures locates

**Qualifications, Skills, & Abilities:**

- Successful completion of Ontario secondary school diploma or equivalent
- Minimum of 3 years of significant roads related supervisory experience
- Completion of Associate Road Supervisor designation with Association of Ontario Roads Supervisor (AORS)
- Completion of, or working towards, Certified Road Supervisor (CRS) preferred
- Completion of Ontario Good Roads Association: Snow School & TJ Mahony Road School (Maintenance & Construction) courses preferred
- Possess and maintain a valid DZ level driver's licence with satisfactory drivers abstract
- Minimum of 3 seasons of winter control experience relating to plowing & salting of municipal roads
- Minimum of 3 years of demonstrated experience using various construction materials, techniques, processes, and practices as they relate to municipal road infrastructure repairs
- Valid Standard First Aid CPR-A certificate an asset
- Thorough knowledge of applicable legislation and manuals such as the Highway Traffic Act, 70 Hours Regulations, Occupational Health & Safety Act, Employment Standards Act, Environmental Protection Act, Ontario Provincial Standard Specifications for Roads & Public Works (OPSS), Minimum Maintenance Standards, Ontario Traffic Manuals (OTM), and any other legislation relevant to the position
- Demonstrated ability to competently and safely operate small to heavy equipment, including standard transmission snow plow, effectively and efficiently
- Demonstrated ability to interpret utility locates and develop and implement traffic control plans
- Working knowledge of and competency in maintenance management systems
- Expertise with dealing with public complaints, concerns, and a commitment to customer service
- Superior interpersonal and communication skills with ability to influence others
- Strong leadership, conflict resolution, and mentoring skills to work effectively in a team environment
- Superior work planning and project management skills
- Good judgement and problem-solving skills
- Strong administrative, organizational skills and excellent ability to prioritize work in a demanding environment
- Ability to work all required shifts including weekends, holidays, and outside regular hours
- Subject to after-hours emergency call-ins and stand-by rotation

Annual Salary Range: \$63,789 - \$79,737 (2023 rate-under review). Based on 40-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to [HR@adjtos.ca](mailto:HR@adjtos.ca) with “Public Works Team Leader” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*