



Job Title:	Manager of Transportation
Last Revised:	March 2020
Department:	Public Works Department
Reports to:	Director of Public Works

PURPOSE OF THE POSITION:

Reporting to the Director of Public Works, the Manager of Transportation will provide leadership and technical operational guidelines for the maintenance and operation of the roads department.

KEY DUTIES AND RESPONSIBILITIES:

- Provides leadership and direction to the roads operations staff.
- Responsible for supervising the maintenance and repair of the Township's roads, sidewalks, curbs, street lights, bridges and co-ordination of winter operation activities including sanding, salting, ploughing, and snow removal.
- Responsible for operating budgets; specifically monitors and manages annual budgets based upon approved levels of service for roads operations.
- Coordinates equipment maintenance and participates in the purchase of new equipment and materials.
- Responds to and/or addresses inquires from the public, Council, contractors and Township staff and liaises with the same as required.
- Assures compliance to applicable regulations and standard operating procedures. Assists with the development of new Standard Operating Procedures and responsible for quality control.
- Ensures employees work in compliance with the Ministry of the Environment and Ministry of Transportation, Occupational Health and Safety Act, regulations, and Township Health and Safety Policies and Procedures, and to take every reasonable precaution to protect the workers.
- Perform other related duties as may be requested by the Director of Public Works.

POSITION QUALIFICATIONS:

- A certified Road Supervisor designation, as registered with the Association of Ontario Road Supervisors (AORS), or a willingness to pursue the designation.
- Certified Engineering Technologist (C.E.T.) designation would be an asset.
- Minimum of five (5) years of experience in public works within an unionized operational road environment, along with current knowledge of winter control activities and ability to effectively manage winter storm events and related winter operations.
- Working knowledge of word processing, spreadsheet, and email applications.
- Knowledge in contemporary maintenance management methods pertaining to municipal road maintenance and operational processes.

- Knowledge in applicable guidelines, standards, procedures and legislation such as the Occupational Health & Safety Act, Highway Traffic Act, Ontario Provincial Standards & Specifications.

OTHER REQUIREMENTS:

- Valid class G driver's license
- Willingness to work flexible hours as required including some evenings and weekends.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.