



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

**Operations Manager - Roads and Fleet**

Permanent Full-Time

35 Hours per week

**Job # 2018-22**

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The Town of New Tecumseth is seeking an organized, experienced individual with a positive attitude and excellent people skills to join our team. Reporting to the Director of Public Works, this position will perform the tasks associated with the day to day delivery of activities of the Roads and Fleet business unit, including but not limited to: overseeing the service delivery for road maintenance, sidewalks, bridges and culverts, storm sewers, roadside ditches, winter control, storm water management, traffic signal operation and maintenance, roadway safety signage and markings, street lighting, tree planting and maintenance, vehicle and equipment service and maintenance, fleet planning and procurement, fuel management and business improvement area support services for the Town; developing short and long term business plans for infrastructure, fleet and ongoing maintenance activities; maintaining knowledge of Provincial and Federal legislation to ensure programs are completed to standard; analyzing, researching, preparing, presenting and implementing reports and recommendations on all Roads and Fleet related matters. This position ensures effective employee management, service level delivery, public safety and budget compliance.

**Qualifications:**

- Designation as a Professional Engineer, Certified Engineering Technologist/Technician, or Senior Certified Road Supervisor.
- Post-secondary education in Public or Business Administration, Applied Sciences or Engineering would be an asset.
- Minimum 2 – 5 years of experience in a management or supervisory capacity, working with operational teams in Public Works and/or Environmental Services.
- Must have experience with monitoring and reporting financial information, maintenance management and administration of AVL/GPS telematic systems.
- Demonstrated understanding of roads and fleet administrative services, right-away maintenance, traffic flow and roadway safety, forestry, and fleet management.
- Thorough working knowledge of applicable legislation including Provincial Minimum Maintenance Standards, the Highway Traffic Act, Municipal Act, Accessibility for Ontarians with Disabilities Act, Health and Safety Act, Commercial Vehicle Operators Regulations, Technical Standards and Safety Authority, Federal Fisheries Act, Ontario Water Resources Act, Environmental Protection Act, Municipal Drainage Act and Environmental Compliance Approvals as it relates to storm water treatment and discharge.
- Excellent interpersonal skills required to liaise with the public and politicians, astute in dealing with staff, contractors and vendors.
- Experience managing employees with a demonstrated ability to foster and maintain good working relationships.
- Class "G" Driver's Licence in good standing is required.

**Salary Range:** \$87,878.70 - \$109,691.40

**Start Date:** ASAP

**Please submit your cover letter and resume in Word or PDF format to [careers@newtecumseth.ca](mailto:careers@newtecumseth.ca) no later than 4:30 pm on Friday March 16, 2018. Please quote competition #2018-22 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.