

Job Posting: Manager of Operations

Location: 57 MacFarlane Street, Parry Sound

Competition Number: 200019

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join our team in the **Manager of Operations** position, an essential member of the Public Works Department.

Essential Duties and Responsibilities:

Reporting to the Director of Public Works, the Manager of Operations is responsible for planning, organizing, and managing the delivery of maintenance programs for the Municipal roadway network and related infrastructure. Areas of responsibility include maintenance and rehabilitation of roads, bridges, boulevards, sidewalks, curbs, storm water systems, utility cut restorations, and winter control services delivery.

1. Provide leadership and oversight of municipal road maintenance operations, which includes responding to emergencies.
2. Work with the Director of Public Works to establish annual departmental goals and objectives to support Councils strategic initiatives.
3. Provide visible and positive leadership to staff within the Department, establish objectives and evaluate performance, monitor results and provide coaching, training and developing opportunities as required.
4. Responsible for program and financial performance through effective planning, quality assurance, continuous improvement, monitoring, reporting, and health and safety management.
5. Monitor, identify, analyze, and recommend new and/or revised work methods to improve service delivery efficiencies.
6. Responsible for corporate fleet maintenance.
7. Work collaboratively with other departments to establish and update infrastructure maintenance standards and asset management systems and develop complementary operations opportunities.
8. Ensure and report regularly on compliance with all industry-related legislation, including but not limited to the Provincial Minimum Maintenance Standard, Reg.230/02.

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9. Provide a broad range of technical support and direction to operational staff, technical staff, and administrative staff.
10. Work with the Director of Public Works and assist with Capital and Operating budget formulation, monitoring and variance reporting.
11. Liaises with internal and external stakeholders to build positive working relationships and employ industry best practices to improve safety, efficiency, technology.
12. Responsible for department customer service, including investigating, documenting and resolving concerns and complaints or providing program information.
13. Administer the provisions of Collective Agreements in adherence with its articles, including intervention in all matters related to hiring, promotion, discipline and termination.
14. Provide leadership in developing standard operating procedures, policies, and best practices to achieve defined departmental strategies.
15. Provide input and prepare reports for Council.
16. Ensure compliance with the Ministry of Environment and Ministry of Transportation, Occupational Health and Safety Act, regulations.
17. Ensure compliance with all corporate Health and Safety policies and procedures, including the Occupational Health and Safety Act and its Regulations, and all other legislated and workplace regulatory programs and policies.
18. Performs such other duties as may reasonably be required within the general parameters of this job description, as requested by the Director of Public Works.

Education, Knowledge and Skill:

1. Minimum of five years' experience in municipal public works, with at least two years' experience in a supervisory or management position;
2. College diploma in Civil Engineering Technology or equivalent education and experience;
3. Certified Engineering Technologist (C.E.T.) professional designation is considered an asset;
4. Certified Road Supervisor (CRS-S) designation is considered an asset;
5. Comprehensive understanding and experience in municipal infrastructure maintenance, capital and operating budget processes, program performance management;

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6. Considerable knowledge and experience in industry-related work processes; paving, concrete, infrastructure inspection, plowing and winter operations, route management;
7. Ability to represent the Corporation in claims and matters related to the legal responsibilities of the Department;
8. Computer skills and the ability to adapt to new technologies;
9. Ability to work competently in AVL, GPS, and Work Order System applications;
10. A team-oriented person with demonstrable leadership, change management and project management skills;
11. Possess excellent communication, organization and problem-solving skills;
12. Demonstrable commitment to continuous improvement and quality customer service;
13. Able to manage multiple and changing demands and priorities;
14. Displays a commitment to personal professional development.
15. Good analytical, organizational, and communication skills.
16. Must have a valid Class "G" Ontario Driver's Licence.

Working Conditions & Physical Environment:

- Work requires regular use of a computer.
- Public profile that is subject to the stress of interruptions and peak periods; must be accessible to the public and other staff.
- Work is subject to unusual and unscheduled hours, during all weather conditions.
- Must be able to make timely decisions under pressure, while keeping the health and safety of staff and public a top priority.
- Physical risk exists on construction sites; required to work outdoors in all weather.
- Regular working hours for this position are Monday to Friday, 7:30am to 4:00pm with a 30-minute lunch break for a total of 40-hours per week.

Health & Safety:

All employees working for the Corporation of the Town of Parry Sound are governed by the Corporations Health & Safety Policy.

- Ensure that all operations are conducted in a safe manner and in accordance with the established policies and procedures.
- Ensure that all operations are conducted in a safe manner and in accordance with the Occupational Health and Safety Act and Regulations.
- Ensures proper ergonomic requirements are met, and good ergonomic procedures are practiced.



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Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

This is a full-time permanent with a compensation range of \$75,000 to \$98,000 annually [current wage is under review]. The successful candidate will be eligible for OMERS Pension and provided a comprehensive benefits package.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

Application Process:

Interested candidates may submit a cover letter and resume by 4:00 pm Friday, January 29, 2021, in the following ways:

Email: In **one** document, your resume and cover letter, under the subject line "[your name- **Competition 200019 Manager of Operations Application**]" to Alicia Lesperance, Human Resources Coordinator at alesperance@townofparrysound.com.

Mail or Drop-Off: Attention Human Resources
52 Seguin Street, Parry Sound, ON P2A 1B4

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.