

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION – TRANSPORTATION OPERATIONS -
LOCATION - 1375 UPPER OTTAWA ST.)

SIGNS & MARKINGS FOREMAN/WOMAN - CUPE 1041

NOTE: APPLICANTS WHO HAVE APPLIED TO THE ORIGINAL POSTING NEED NOT REAPPLY.

SUMMARY OF DUTIES

Reports to Superintendent of Signs and Markings. Supervises Traffic Signs and Markings Specialists in the installation, operations and maintenance of signs and pavement markings.

GENERAL DUTIES

Supervises Traffic Signs and Markings Specialists field staff. Provides technical knowledge and site evaluation necessary to direct staff as required.

Plans, schedules and assigns work to both staff and external contractors.

Generates work orders and interprets work orders generated by others.

Oversees and inspects fieldwork by staff and external contractors and day-to-day operations of the Traffic Operations Centre inside and outside areas directly pertaining to the business of signs and markings. Input into inventory control is included as well as maintaining general cleanliness and preparedness.

Provides consistent and regular Performance Management over subordinate staff and external contractors.

Completes and maintains records such as inspections, time sheets, locate requests and staff absence reports. Inputs and retrieves data from computerized infrastructure maintenance management system.

Provides layout and field design of regulatory, warning and information traffic sign installations and pavement marking field plant consistent with Provincial and Municipal legislation, predetermined policies, standard operating procedures, work instructions and engineering standards.

Supervises staff and works seasonal night-shift duties as required.

Co-ordinates and oversees the management, maintenance and inspection activities of signs and pavement markings, vehicles, tools and equipment.

Manages and coordinates multiple programs and projects simultaneously, including fieldwork being conducted in different locations at the same time throughout the City.

Receives, investigates, answers and actions inquiries from staff, external contractors, the public, Councillors, utilities, other departments and in a timely manner. Investigates and implements solution or recommend resolutions.

Ensures that the terms of the Occupational Health and Safety Act are observed with respect to day-to-day operations.

Reads, interprets and advises on design plans (blue prints), geospatial management systems, specifications, and contracts.

Maintains and updates an inventory of pavement markings, traffic signs, supplies and equipment.

Drives service vehicle. Performs daily circle checks.

Provides background information on policies, programs, work methods and procedures where applicable. Prepares and executes work instructions.

Undertakes daily, complex decision-making using sound judgement, ingenuity, independent thinking and team building skills to maximize effectiveness of operations.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate, departmental, divisional and sectional policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned with are directly related to the major responsibilities of the job including, when necessary.

Communicates with management, specifically the Superintendent of Signs & Markings and the Manager of Transportation Operations of non-routine, urgent, or emergency work items as required.

Facilitates the on-boarding and training of new staff.

Works in adverse weather conditions, emergency repairs.

QUALIFICATIONS

1. Demonstrated knowledge and of pavement markings and traffic signage practices, Provincial and Municipal policies, procedures and engineering standards usually acquired through the completion of International Municipal Signal Association (IMSA) Level I and II Signs and Markings School or combination of relevant education and work-related experience.
2. Demonstrated knowledge of Highway Traffic Act (Ontario), Ontario Manual of Uniform Traffic Control Devices, Ontario Traffic Manual, Ontario Occupational Health and Safety Act and Industrial and Construction regulations and familiarity with Traffic Operational field practices.
3. Demonstrated relevant supervisory, leadership, facilitation, organizational, communication and presentation skills and experience.
4. Demonstrated extensive knowledge of traffic sign and post installation techniques and roadway pavement marking design and applications gained through practical experience.
5. Demonstrated knowledge of and ability to accurately read and interpret roadway functional design plans, pavement marking design plans and other road design plans as per Ontario Traffic Manuals. Previous experience and ability to perform field infrastructure layouts from design plans.
6. Completion of Ontario Management Development Program (OMDP) or equivalent, or a commitment to enrol in this or equivalent program upon award of the position and complete the program within 2 years.
7. Previous experience in a related operations environment with the ability to examine and recommend operational improvements.
8. Experience in a computerized environment with e-mail, word processing, data entry, and manipulation of spreadsheets.

9. Working knowledge of GIS systems and computerized infrastructure maintenance management systems.
10. Knowledge of and ability to use and evaluate power tools.
11. Must possess valid Class "D" driver's licence with "Z" endorsement.

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
