

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION

SUPERINTENDENT OF SIGNS & MARKINGS

SUMMARY OF DUTIES

Reporting to the Manager of Transportation Operations, the Superintendent of Signs & Markings will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Leads a team to perform various operational, maintenance and asset management duties related to transportation infrastructure, specifically traffic signs and roadway markings. These services are provided to the public, internal clients and external customers

Accountable for ensuring that transportation initiatives are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner. They will implement strategies to improve effectiveness and efficiency.

The Superintendent will possess a demonstrated record of strong leadership, technical competence, customer focus, innovation/creativity, team advocacy and is committed to results. The incumbent will have a high level of personal integrity and will be an excellent communicator.

GENERAL DUTIES

Recommend program, policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Evaluate financial, administrative and staff performance against internal and external benchmarks.

Set above average standards and lead by example. Function as coach to subordinate staff.

Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and be results orientated.

Developing programs for infrastructure maintenance, operations, improvement or replacement and developing work schedules for the same.

Responsibilities:

The Superintendent will assume responsibility for all aspects of the maintenance, operation, installation, sign fabrication and inspection of the City's traffic signs and roadway markings infrastructure. The Superintendent will be responsible for the day-to-day management of employees engaged in the delivery of these services. The operation and maintenance program for signs and markings is vital to maintaining the safety and mobility for the residents and businesses of the City of Hamilton, a key element in the economic health of the city.

The Superintendent is accountable for ensuring that all field operations and maintenance programs, related to traffic signs and roadway markings, are provided in accordance with City and Provincial guidelines, legislation and other pertinent standards, in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Strategic Plan and Divisional mission, values and goals.

General Duties (including, but not limited to):

Provide operations and maintenance, related to traffic sign and roadway marking services in compliance with Federal, Provincial and Municipal legislation and guidelines and best engineering practices.

Manage the operations, programs and projects within the group to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Ensure compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies, with specific regard for the Occupational Health and Safety Act, the Highway Traffic Act and the Municipal Act.

Deliver traffic sign and roadway marking services and programs including in-field design and layout, scheduling, installation of infrastructure, maintenance activities, asset management, project management and contract management.

Assist in the development and monitoring, taking ownership, when reasonable, of annual operating and capital budgets.

Provide leadership and coaching through consultation with an effective supervisory and administrative team.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Engage with and manage external resources such as engineering consultants and contractors that are utilized to deliver services within the envelope of the Superintendent's responsibilities.

Promote teamwork and integration between units within the group and with other parties participating in cross-functional and cross-program initiatives.

Design implementation plans to introduce new policies, procedures, standards, etc. to subordinates within the section and monitor outcome.

Manage the sign manufacturing and graphic arts production that support service delivery needs for both internal and external customers.

Coordinate programs, operations and maintenance with other initiatives within Transportation Operations, the division, department and City to ensure that services are being delivered in a manner that supports their successful completion.

Assist the Senior Leadership Team in responding to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to the Manager, Director and/or General Manager and Committees of City Council.

Act on behalf of Manager in his/her absence on departmental management team or other assignments as delegated.

Qualifications:

1. Proven experience in asset management, specifically the operation and maintenance of traffic sign and roadway marking operations normally acquired by obtaining a College Diploma in Civil/Traffic Engineering or equivalent discipline with progressive experience or an equivalent combination of education and relevant work experience.

Job Description #: A11819

2. Certification as a Certified Engineering Technologist (C.E.T.) accreditation would be an asset.
3. Certification as a Certified Municipal Manager (CMM) or completion of the Ontario Management Development Program would be an asset.
4. Extensive supervisory experience preferably in an operations environment.
5. Demonstrated experience and knowledge of traffic sign and roadway marking operations, maintenance and asset management, including; traffic regulatory, warning and information signs, in-field layout and design, installation and maintenance practices.
6. Demonstrated experience and knowledge around asset management, program management, project management, contract administration, including specification preparation, supervision and quality control/assurance.
7. Demonstrated knowledge of specialized traffic field operations materials and equipment.
8. Knowledge and understanding of the use of the evidence based and formal business case strategies in making management decisions.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Knowledge and understanding in the development and monitoring of annual operating and capital budgets.
11. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
12. Highly developed conflict resolution and problem-solving skills.
13. Experience in delivering programs and services focused on the customer.
14. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
15. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section (i.e. City of Hamilton Traffic and Parking By-laws, Ontario Highway Traffic Act, Municipal Act, Occupational Health and Safety Act, Ontario Traffic Manuals, Transportation of Dangerous Goods Act & Regulations, Environment Canada Architectural and Maintenance Coating Act and Regulations, Ontario Electrical Code, Electrical Safety Authority rules and regulations, and the Manual of Uniform Traffic Control Devices)
16. Labour relations and union contract and procedure expertise and knowledge of the collective bargaining process.
17. Working knowledge of computer software applications, particularly electronic GIS based work ordering management programs.
18. Valid Ontario 'G' class drivers licence.

***THIS POSITION REQUIRES A VALID CLASS "G" 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.**
