

# CITY OF HAMILTON

## **PUBLIC WORKS DEPARTMENT (TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION –ROADWAY MAINTENANCE – LOCATION – VARIOUS)**

### **DISTRICT SUPERVISOR, ROADS - CUPE 1041**

#### **POSITION SUMMARY:**

Reporting to an District Superintendent, the District Supervisor is responsible for providing leadership and supervision to their (assigned workforce), municipal staff and external contractors is accountable for all maintenance activities ensuring the availability of public access to roads, sidewalks and related infrastructure in a manner which is safe, effective, efficient and compliant with applicable legislation, regulations, policy, standards, etc. Work within compliant applicable legislation, regulations, policy, standards etc. Work within a geographic district as a member of a supervisory team.

Maintenance Activities such as but not limited to:

- Winter Control – snow plowing, snow removal, sidewalk/pathway clearing, de-icing, route inspections, snow fence
- Road repair – pothole patching, base repair, patch, grade and roll, MMS compliance
- Shoulder Maintenance – grading, retrieval, repairs, wash outs
- Roadway Aesthetics – urban and rural mowing, litter control, debris clean up, line of site, storm tree response
- Drainage Maintenance – ditching, culverts, catch basins, drainage inspections, hot spots
- Sidewalk Maintenance – MMS compliance, sidewalk program, claims, inspections, repairs
- Alley – assumed/un-assumed, litter, weed control, re –grade, road re-surface
- Emergency Response & Road Closures – motor vehicle accidents, spill response, safety concerns, deficiencies

#### **DUTIES:**

- Manages staff performance consistently and effectively through motivation, coaching, supervision, developing and promoting the best people, discipline, attendance management and ensuring personnel matters are kept confidential, in accordance with policy and collective bargaining agreements.
- Sets and communicates staff performance expectations; observes performance of each employee under their supervision throughout the year; identifies performance issues/problems; monitors and implements formal performance improvement plan and; completes performance appraisals (P.A.D.) to assess staff competence, tasks and behaviours against expectations.
- Ensures that staff are fully job competent, possessing the required qualifications, knowledge, skill sets and training and are readily equipped with appropriate tools, equipment and PPE to perform their jobs effectively
- Hears, manages, responds, all levels of union processes and addresses all Human Rights concerns as required.
- Demonstrate ability to organize and coordinate an operational unit; to ascertain and assign work priorities to meet deadlines and emergency responses, assess completed work and ensure in compliance with appropriate standards.
- Actively learns and takes responsibility for own behaviour and career development, encourages changes to improve performance, utilize knowledge and expertise of others.

- Ensures service and activity compliance abide with applicable regulations and policies, such as but not limited to.
  - Occupational Health and Safety
  - MMS Compliance
  - Employment Regulations
  - By-Laws
  - City Standards, policies
  - Specifications and procedures
  - Book 7
  - Hours of Service
- Participates in construction meetings, provide input, schedule, inspections, monitoring, performance management of contracted work or external contractors as required.
- Coordinates with stakeholders to complete work (i.e. Police, Traffic, Forestry, Transit, By-Law Enforcement, Ministry of Natural Resources, Ministry of Environment and the Ministry of Labour).
- Executes sequential daily, weekly, monthly and seasonal work plans by:
  - Planning, organizing, scheduling
  - Acquire and assign resources within spending limits
- Account for workforce productivity through; such as but not limited to
  - Completion of reports
  - Daily Activity Sheets (timesheets)
  - Absentee forms (Non-productive)
  - Vacation scheduling
  - Daily diary entry to include activities, work, schedules, programs
  - Competent operations of computers and specific programs
  - PAD process, performance management
- Maintain good interpersonal skills, road knowledge and communication to interact with all levels within the City, stakeholders, co-workers, Council, external contractors and general public. Open lines of communication, and constructive feedback, solicits, participates and keeps all level apprised of activities, responsibilities and ensures accountability.
- Coordinates and monitors plans to achieve program & service delivery objectives within the District.
- Supports to instil the City's Corporate culture, core competencies including but not limited to customer service, participation, improvements, team work, initiative/self-management, communications, accountability, flexibility and adaptability to change.
- Ensures that program inquiries and concerns are thoroughly investigated, assigned and work completed as required, document, monitor track and communicate. Ensuring to close the loop.
- Demonstrates an understanding of budget preparation, Identifies and communicates opportunities to reduce waste/save money as well as complies with corporate financial policies,
- Plans and facilitates staff meetings, presentations, health and safety meetings and tailgate talks etc.
- Investigates scenes of vehicle accidents, spills, environmental impacted areas as required. Complete appropriate steps, documentation, follow up with all required parties. Ensure to review cause and effect as well as compile information as required for freedom of information or Risk assessments. Performs professional courtesy, responsibilities and duties in regards to all Discovery or Court proceedings.
- Manage competencies including results/achievement focus, leadership, decision making, judgement, representation and professionalism with job knowledge.
- Performs other duties as assigned which are directly related to the responsibilities of the position.

**REQUIRED QUALIFICATIONS**

1. Required OSSD or equivalent is a minimum educational requirement and supplementary education/training such as CRS Designation or successful completion of related courses in regards to road maintenance.
2. Minimum three (3) years' experience in a road operational, road engineering or roads maintenance environment and minimum (6) months winter program delivery ,training , mapping and route optimization with responsibilities for planning, operating procedures, scheduling, road specific maintenance programs.
3. Previous supervisory experience, preferably in a unionized environment. Demonstrated experience and training related to leadership programs, performance management, labour relations, human rights compliance and supervising responsibilities.
4. Strong demonstrated ability to organize and coordinate an operational unit; to ascertain and assign work priorities to meet deadlines and emergency responses; to assess completed work in compliance with appropriate standards.
5. Previous experience working with Hansen, Service Request or other equivalent programs/data compiling tools. Demonstrated experience ensuring that program inquiries and concerns are appropriately heard and thoroughly investigated, addressed and communicated professionally, and in accordance with corporate customer service guidelines, policy and spending limits.
6. Knowledge of and demonstrated ability to instil the City's Corporate Culture, corporate core competencies including customer service, communication, team work, initiative/self-management, accountability and flexibility/adaptability. .
7. Management competencies including results/achievement focus, leadership, decision making/judgement, representation and professionalism and job knowledge..
8. Good interpersonal, roads knowledge and communication skills to interact with all levels within the City, stakeholders, co-workers, Council , external contractors and general public as well as to be able to explain road operational requirements.
9. Must possess a valid class "G" Drivers Licence and a Driver's abstract clear of any demerit points and pending infractions and/or record found to be satisfactory to the City of Hamilton.
10. Computer literacy utilizing MS Office software applications and proficiency utilizing word processing and spreadsheets. Demonstrated experience using, Outlook, Hansen, Web based search engines, GISNET.
11. Demonstrated knowledge of applicable legislation, roads maintenance services, industry standards such as but not limited to Occupational Health and Safety Act and Regulations, W.H.M.I.S legislation, Hours of Service, Book 7 Traffic Control, Minimum Maintenance Standards and Compliance.
12. Knowledge of collective agreement administration and interpretation, labour relations principles and practices , and relevant employment legislation.
13. Ability to meet heavy physical demands of this position , work in adverse weather and road conditions ability to work outside of normal business hours as required; work on rotating shifts, overtime, stand-by, callouts, including weekends, nights etc.

**Assets:**

1. DZ licence.
2. Knowledge in budget preparation, financial management of operational programs/projects including monitoring, control and accountability.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED**

AFTER HIRE.

**NOTE:**

Candidates being considered for this position must satisfactorily pass a computer/written assessment and interview.