



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1065-001

CALL NO. 24-3647

Job Designation:	Manager - Works Operations
Department:	Roads and Works Operations
Job Details:	Permanent Full-Time (Non-Union)
Salary Range:	\$124,348 - \$149,279 (2023 Rates)
Pay Grade:	208
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on May 3, 2024 .

Reporting to the Director, Roads & Works, the Manager, Works Operations, is accountable for the staff team and contractors responsible for the efficient operations and maintenance of the Town's Right-of-Way assets including the state-of-good repairs programs to municipal and regional roadways, bridges, storm sewers, creeks, sidewalks and multi-use paths, as well as the provision of winter control operations and the special collection (Loose Leaf) program. All work is performed according to maintenance standards regulated by the Municipal Act, Highway Traffic Act and Council mandated Levels of Services and obligations.

The Manager, Works Operations provides leadership to a large team of both union and non-union staff in advancing town-wide responsibilities for key business areas within Works Operations. The Manager, Works Operations, also provides effective long-term planning, service planning, service delivery, financial planning and sustainability and organizational effectiveness, ensuring the safety, health, well-being, and satisfaction of the public through high-quality, reliable, cost-effective services. Ensuring productivity, efficiency, and customer experience are maximized.

What can I expect to do in this role?

As the Manager, Works Operations you will:

- Direct and Manage services performed by Works Operations staff and Works Contracted Services on the efficient and effective delivery of: (a) the state-of-good repairs programs to municipal roadways, bridges, storm sewers, creeks, sidewalks etc., including regional roads as governed by the Contractor's Maintenance Services agreement with Halton Region (b) provision of winter control operations (c) provision of special collection (Loose Leaf) program.
- Ensure all maintenance operations services provided are completed in accordance with Town, Departmental, and/or regional maintenance standards, levels of service, specifications, policies, procedures, and the Minimum Maintenance Standards in the Municipal Act and other legislated requirement (Employment Standard, Health and safety, etc.). Minimize liability to the Town by ensuring timely repairs to infrastructure.
- Develop and implement Sectional business plan and participate in the development of Departmental business plan that aligns with Council Strategic Priorities and plans, customer/community needs, and legislative requirements.
- Review and evaluate Section's processes to ensure efficient and effective delivery of services including setting service standards.
- Provide annual update of Section's business plan, including monitoring and communication of Section's progress/achievements related to Sectional KPIs.
- Work with others within the Corporation, including but not limited to Finance, Asset Management, and Strategic Business Services staff, to develop/establish standard processes/policies/procedure for the management of infrastructure assets based on Asset Management best practices.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Develop/prepare cost estimates, annual Town operating budgets (approx. \$17M) and capital budgets (approximately \$1.4M), three-year forecasts and business/strategic plans for approval. Monitor expenditures and ensure appropriate tracking, reporting, record keeping and documentation of all activities, accounts and costs.
- Establish goals, objectives and priorities to develop work programs. Develop recommendations for new/or revised maintenance standards, level of service, policies, procedures or programs.
- Directly manage five (5) Works Operations Supervisors who are responsible for work related to: (1) asphalt work, (2) concrete work, (3) drainage work, (4) aesthetic work, (5) road patrol and contract management/inspection of contracted services, all located within the Town's Right-of-Way as well as other support staff.
- Be responsible for staff recruitment, selection, training, scheduling and motivating staff to complete projects and/or assignments within budget and Health and Safety obligations. Able to handle multiple priorities and being agile.
- Represent Department and/or Corporation as a member of various committees, teams or task forces (i.e. Health & Safety, Halton Area Maintenance Services Group, West Nile Virus, Engineering Standards Management, North Oakville Working Group, Special Events etc.).
- Represent the Town in all dealings with the public, other groups and agencies on all operational matters.
- Prepare reports and make presentation for staff, other colleagues, senior management, Town Council and Committees. Attends Council and Committee meetings as necessary. Provide documentation and evidence supporting the Town's risk management, insurance and legal representatives in addressing damage or liability claims against the Corporation.
- Assist or participate in joint/coordinated efforts with other Town operations, municipal/regional partners, contractors and/or community agencies in planning, estimating, and/or implementing maintenance operations, special assignments or projects.
- Develop plans, co-ordinate and direct Department's field response and cleanup for emergency situations with appropriate reporting and documentation to authorities (Ministry of Environment, Conservation & Parks, Halton Region, etc.). Acts as an alternate to Director in the Emergency Operations Centre (EOC), along with other Management staff and in other roles in IMS as assigned during emergency activation.
- Perform other duties as assigned.

How do I qualify?

- Successful completion of an undergraduate degree in Civil Engineering. Professional Engineer designation (P.Eng.) required.
- Professional upgrade and improvement courses from Ontario Good Roads, American Public Works, Municipal Engineers, etc.
- Minimum of 8 years progressive management experience in a municipal public works and/or roads maintenance environment.
- Certified or eligible for registration as an Ontario Roads Superintendent would be considered an asset.
- Possess a thorough knowledge of road construction and maintenance procedures.
- Highly developed project management skills in asset management and work management systems.
- Proven ability to effectively manage a team-based approach including strong labour relations skills, working within a unionized environment.
- Ability to handle multiple priorities.
- Sound analytical, decision making, problem solving and leadership skills.
- Excellent verbal and written communication skills, effective listening skills, and strong public relations, customer service and public speaking skills.
- Flexible and capable of working extended hours, and available to respond to after-hours emergencies, winter storms, etc.
- Proficiency with computerized works management / information systems and typical office automation systems (e.g. Microsoft Office).
- Excellent knowledge and be conversant with the regulations and obligations of the Occupational Health and Safety Act and the Highway Traffic Act.
- Travel to a variety of sites is required.
- The successful candidate will be required to supply their own personal vehicle for performing job duties / corporate business.
- A copy of a valid and unrestricted Ontario Driver's Licence Class G minimum with a driving record that demonstrates responsible and safe driving behaviour must be provided. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test as a condition of employment.
- Please note that successful candidates, who are new hires and/or who have not performed in this position previously will be required to provide a satisfactory criminal record check dated within the last 30 days as a condition of employment.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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Core Knowledge Required for Success:

- You are an experienced leader with a comprehensive knowledge of:
- Current and future practices, trends, technology, and information relative to civil (transportation and storm sewer) engineering, maintenance, rehabilitation, operations, design and construction.
- Acts, regulations, and directives as these apply to design, construction, operations and maintenance.
- Government decision-making processes.

In addition, your experience demonstrates the following **manager leadership competencies**:

- **Strategic Thinking** – innovating through analysis and ideas.
- **Engagement** – mobilizing people, organizations, partners.
- **Management Excellence** – delivering results through action management, people management and financial management.
- **Accountability and Respect** – serving with integrity and respect.

Click [Competency Profile](#) to view the competencies for this Manager level.

Corporate Values: Teamwork, accountability, dedication, honesty, innovation, and respect

We offer:

- a progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things.
- a defined benefit pension plan
- comprehensive health plan complemented with life and disability insurance.

DATED: April 12, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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