



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

Call No.: 21-2377

Job Designation:	Supervisor, Surveys and Construction
Department:	Transportation and Engineering
Salary Range:	\$91,555 - \$109,911
Job Details:	Full-Time Permanent Non-Union
Posting Status:	Open to all current Town of Oakville employees and external applicants.

Job Responsibilities:

Reporting to the Manager, Design & Construction, the Supervisor, Surveys & Construction is responsible for the day to day supervision of the department's survey services, inspection staff (full-time, contract and students) and design support staff. In addition, this position supports Project Leaders with implementation of the capital budget by providing supervisory level support and guidance on matters pertaining to design, approvals, tendering, contracts and inspections.

- Oversees the implementation of small to medium-sized capital projects by working with Project Leads to advise and review on design, approvals, tendering, construction activities and contract administration.
- Undertakes inspections, attends meetings with external consultants and internal staff to design/co-ordinate projects and attends construction site meetings as required.
- Negotiates with contractors and consultants on behalf of the Town.
- Assists with public and elected official enquiries on capital projects.
- Assists with the preparation of the annual capital budget and operating budget.
- Supervises and directs the day-to-day operation of the Town's survey forces and the department's capital budget support team including inspectors (full time, contract and students) and support staff (i.e. Engineering Design Technician).
- Works with department staff to determine the priority of surveys to implement the department capital budget.
- Works with Town staff to determine the availability of survey forces to undertake additional survey work for other Town departments including Roads & Works Operations, Parks & Open Space, etc.
- Assigns work to the survey team(s).
- Retains students/contract staff as required to complete the survey teams and to assist with inspections and other works
- Procures hardware/software and equipment/vehicles as required.
- Participates in expropriations.
- Creates, maintains, updates and reviews Town of Oakville standard drawings and procedures/guidelines used to implement capital projects including collaboration with other departments, the Region of Halton and provincial agencies.
- Optimizes designs to meet design standards while minimizing costs and property impacts.
- Coordinates utility relocations in advance of capital project construction.
- Leads the creation and implementation of the Engineering Roster include drafting of the

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

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- RFP, creation of categories and project teams, etc.
- Represents the department and town on projects being undertaken by other departments or agencies.
- Supervises staff, conducts performance reviews, manages disciplinary action, trains and coaches, etc.
- Collaborates with Human Resources and others to fill vacancies including reviewing job descriptions.
- Prepares and presents reports in all areas of responsibility to Council and the public.
- Participates in process reviews to help optimize town services to internal and external clients.
- Completes other duties as required to ensure the ongoing operation of survey services.

Qualifications:

- Successful completion of a 3-year Ontario post-secondary engineering technology or applied science program or equivalent.
- Designation as a CET through the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T) or equivalent.
- Equivalent education and/or experience will be considered.
- Courses and/or seminars provided through Ontario Ministry of Environment, Conservation & Parks, Ontario Municipal Engineers Association and/or management courses pertaining to human resources and change management would be an asset.
- Minimum of five years' experience in capital project implementation in the areas of municipal works including road works, drainage works, stormwater works, etc.
- Experience at a supervisory level would be an asset.
- Excellent negotiation skills to navigate issues and requests from contractors, consulting engineers, residents, councilors, etc.
- Maintains a sound understanding of purchasing by-laws and processes to assist with capital budget implementation.
- Ability to interpret and understand Engineering Construction drawings and Engineering Contract documents.
- Ability to write and interpret Requests for Proposals (RFP's) to assist the Town with retaining consultants and interpretation of their contracts.
- Good interpersonal and communication skills to represent the Department in a professional and courteous manner in dealings with contractors, consultants, and the public.
- Good organization and prioritization skills.
- Knowledgeable and familiar with MTO Manual of Uniform Traffic Control Devices (UTCD).
- Knowledgeable and proficient with PC based computer applications including MS Word, PowerPoint, and Excel.
- The successful candidate will be required to supply their own personal vehicle for performing job duties/corporate business.

In addition, your experience demonstrates the following **Supervisor 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 and asset management
- **Accountability and Respect** – serving with integrity and respect

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

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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

Applications for this position must be received at oakville.ca in the employment section no later than midnight on **October 11, 2021.**

DATED: September 20, 2021

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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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.