

Director of Transportation Services

Transportation Services - Cornwall, Ontario

Main duties include but are not limited to:

- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Ensure compliance and training pertaining to applicable legislation, standards, policies and practices.
- Participate in programs, attend conferences and courses which foster professional or technical development where applicable and approved.
- Demonstrate political acumen with tact and discretion in handling matters of a confidential or politically sensitive nature. Attend all meetings of County Council to report on Transportation Services activities and to respond to questions.
- Foster good rapport and cooperative business relationships; develop and maintain a contact network with professionals in the field and counterparts in other municipalities; investigate the feasibility of shared services and programs with neighbouring municipalities.
- In consultation with the CAO, manage and administer the human resources of the department in accordance with the provisions of the County's personnel policies and collective agreement.
- Prepare and control of the department budget, including forecasting and monitoring on a regular basis.
- Regularly evaluate the operation of all activities within the department and recommend changes as needed.
- Provide oversight to inspections for County roads and bridges as required by applicable legislation. Ensure the development, approval and implementation of short term and long term capital plans in a timely and cost effective manner.
- Coordinate external engineering studies to achieve approved goals.

- Sign and seal drawings and documents prepared under his/her direction as required by the *Professional Engineers Act*.
- Develop and implement policies regarding road and land use planning related matters, prepare a variety of documents including road related by-laws, equipment and public works tenders and specifications. Manage all agreements and contracts.
- Obtain the necessary approvals for the annual construction and maintenance program of the County road system including scheduled replacements of road machinery and equipment. Monitor and direct the implementation of the approved road program including in-house or contract work. Modify construction and maintenance plans to maintain consistency with program objectives and authorized spending levels. Ensure required inspections of all work in progress.
- Ensure the provision and maintenance of road infrastructure according to planned targets, procedures and priorities in accordance with applicable legislation.
- Develop and review applicable policies, procedures, standards, plans and programs.
- As a member of the Executive Management Team, actively participate in the development and administration of County policies and procedures and ensures uniformity in their implementation. Will also have an active role in supporting Council's Strategic Priorities.
- Lead, plan, develop and manage the operations of the Transportation Services Department, which includes transportation capital works, operations, County-wide GIS services and management of County forests.

Work Relationships:

Report to the CAO. Provide supervision and leadership to the staff of the Transportation Services Department. Regularly liaise with other County staff, federal and provincial government officials, local municipal staff and the general public.

Work Demands:

Must be able to develop budgets within Transportation Services that properly maintains the transportation network as well as proper asset management, recognizing there may be competing projects that will need to be prioritized. Ability to deal with stressful situations

such as meeting deadlines and timely decision making. Will be required to make presentations at public meetings on road or land use planning related matters which could be contentious. Ability to maintain positive working relationships within a unionized environment and with contractors, agencies, the public and local businesses.

Qualifications:

- Must be a holder or eligible to be a holder of a licence issued by the Professional Engineers of Ontario
- Have a minimum of 5 to 8 years of progressively responsible senior management experience, preferably in a municipal setting.
- Proven public relations, supervisory, mentoring, communications and oral/written presentation skills with experience working within a unionized environment.
- Must have superior time management, organizational and analytical skills and possess in-depth knowledge of applicable federal and provincial legislation.
- Experience in contract administration, tendering and budgeting.

Core Competencies:

- Developing Direct Reports and Others
- Caring about Direct Reports
- Managerial Courage
- Conflict Management
- Process Management
- Building Effective Teams
- Peer Relationships

2025 Salary Range: \$146,443 - \$171,318 with full benefit package and pension

Application Deadline: Applications will be received until 12:00 noon on Monday, April 7, 2025. Along with your resume, please provide a cover letter summarizing why you are interested in this position and why you would be a good candidate.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the