

Manager, Roads Operations

Roads, Parks and Forestry Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Requisition Number

JR0000000757

Employee Group

Non-Union

Employment Status

Full Time Permanent

Hours of Work

35 hours per week

Department

Roads, Parks & Forestry

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of the Operations Centre, 3330 Harvester Road, Burlington, Ontario. Work location is subject to change at the discretion of the City due to operational demands. Effective 2026 this role will be required to be on site 50% of the time each month.

Position Overview

Leading a large team, this position is responsible for the operations, maintenance, repair and rehabilitation of all road and storm water assets including roads, sidewalks, bridges, culverts, storm sewers and storm water management facilities. This position also oversees winter control and loose-leaf collection operations including the support of construction-related capital projects for other departments.

Responsibilities

- You will be responsible to:
- Ensure day-to-day operations are delivered efficiently, effectively, and in a manner that minimizes liability to the City.

We thank all applicants and advise that only those to be interviewed will be contacted.

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- Lead and oversee staff and contractors in the daily operation and maintenance of City and Regional roads and stormwater infrastructure.
- Recruit, train, supervise, and motivate supervisors and staff; manage performance and foster a high performing, engaged team.
- Plan and manage annual road repair and rehabilitation programs, including legislative road patrols and sidewalk inspections.
- Ensure all services comply with City and Regional maintenance standards, service levels, specifications, policies, and applicable legislation, including the Provincial Maintenance Standards and Municipal Act.
- Develop, implement, and oversee efficient winter control and loose-leaf collection operations.
- Manage maintenance programs for open and closed channel stormwater systems and stormwater management ponds.
- Develop short- and long-term operational plans in collaboration with other departments and municipalities.
- Develop recommendations for new or revised maintenance standards, service levels, policies, procedures, and programs.
- Review, coordinate, and provide input on capital engineering projects and initiatives.
- Prepare and provide recommendations for the department's operating and capital budgets; monitor and forecast expenditures to ensure alignment with financial objectives.
- Develop detailed specifications for procurement, quotes, and tenders to support project management and contract administration.
- Establish goals, objectives, and priorities to guide work programs and resource allocation.
- Oversee contractor performance and ensure compliance with contractual obligations and quality standards.
- Respond to and resolve inquiries and complaints from the public, elected officials, and staff in a timely and professional manner.
- Prepare reports and presentations for Council and represent the department at Committee meetings, public consultations, and community events.
- Serve as Acting Director when required.
- Perform other related duties as assigned.

Requirements

You have completed a university degree in Civil Engineering or a related field. Certified Roads Inspector (CSR) is preferred. Professional Engineering (P.Eng.) designation is an asset. Your education is complimented by four (4) to seven (7) years of experience in road operations, with at least two (2) years of experience in a supervisory capacity. Experience in a union environment is preferred.

To be successful in this role, you have a track record of leadership success in a progressive work environment, with proven project and people management, financial and strategic planning capabilities. You can demonstrate creativity and adaptability in complicated and difficult

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situations and in managing conflicting demands from various interested parties. You possess excellent communication, report writing and public consultation skills.

A valid Class G driver's licence is required with an acceptable driver's abstract (no more than three (3) driving related convictions or an accumulation of no more than three (3) demerit points in the previous three (3) years prior to the date of hire).

**Salary/Hourly
Range**

\$124,099 to \$155,124 (Grade L)

Posting Close Date

December 1, 2025

How to Apply

External Applicants: please visit www.burlington.ca/careers. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Internal Applicants: current employees must apply for positions through the Jobs Hub application on your City Workday account.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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