



# JOB DESCRIPTION

<u>Position:</u> <b>Operations Supervisor</b>	<u>Date:</u> August 2020
<u>Affiliation:</u> Full-time Non-Union	<u>Department:</u> Operations

**Purpose of Position:**

Reporting to the Operations Manager, the Operations Supervisor is responsible for the efficient administration of the roads and waste operations of the Municipality of Hastings Highlands. The Operations Supervisor will assist the Operations Manager to lead, direct and coordinate the Operations Department of the Corporation within the prevailing legislation, Council policy and the annual budget. The Operations Supervisor directly supervises road and waste disposal employees.

**Reporting Relationships:**

**Directly** – Operations Manager

**Key Responsibilities:**

**Public Works Operations:**

1. Shall initiate, manage, direct and assist in the operational activities necessary for:
  - a) the construction and maintenance of the Municipality’s road system and adjacent public property, including waste disposal sites, parklands and recreational areas;
  - b) the construction and maintenance of drains, culverts and catch-basins;
  - c) the maintenance and protection of the Municipality’s properties, buildings and public works equipment;
  - d) the operation of the municipal waste disposal sites;
  - e) the operation of the municipal buildings and facilities.
2. Assists the Operations Manager in providing a leadership role in planning process for the Operations Department human resources, tangible capital assets and future requirements perspective to ensure the municipality remains proactive and progressive.
3. Ensures the control and effective utilization of the physical and financial resources of available Operations Department.
4. Assists with the Operations Manager in verifying and approving purchases for the Operations Department.
5. Monitors weather as per legislation and directs Operations staff to act upon inclement weather as per *O. Reg. 239/02 (Minimum Maintenance Standards)*.
6. Responsible for providing safe road conditions throughout the Municipality by maintaining patrols as per *O. Reg. 239 (MMS- Minimum Maintenance Standards)*.



7. Ensures the equipment is well maintained and in good repair.
8. Attends any Council or Committee meetings upon request.
9. Supervises work being completed by Contractors.
10. Ensures that Occupational Health and Safety Practices are strictly observed.
11. Manages the Entrance Permit process.
12. Maintains the 9-1-1 Civic Addressing systems.
13. Assists with the Operations Manager to develop, recommend, implement and monitor municipal policies and procedures relative to the Operations Department.
14. Assists with the review of reports of authorized inspection agencies – i.e. Ministry of Environment, Ministry of Labour etc.
15. Coordinates required approvals for construction and maintenance projects.
16. Provides input in the appointment, promotion, demotion, suspension or dismissal of personnel pursuant to municipal policies.
17. Can operate municipal equipment in the case of an emergency.
18. Performs other duties as assigned.

**Personnel Administration:**

1. Provides input in the appointment, promotion, demotion, suspension or dismissal of personnel pursuant to municipal policies.
2. Maintains and verifies all roads and waste site employees' time sheets for submission to payroll.
3. Shall ensure accurate and relevant employee information is collected including code of conduct and confidentiality agreements and that annual employee performance appraisals are conducted.
3. Manages, organizes and administers the Operations Department including documentation, scheduling of work, staff development and training.
4. Can be called on to assist with Union Negotiations.
5. Provides leadership, guidance, encouragement, training, supervision and maintains control through teamwork and direction.



**Financial Administration:**

1. Maintains the inventories of equipment, supplies and materials.
2. Consults with the Operations Manager on municipal budget submissions.
3. Protects own health and the health of others by adopting safe work practices and reporting unsafe conditions immediately. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Education / Experience/ Skills & Training:**

Post-secondary education or an equivalent mix of education and experience will also be considered. Valid Ontario DZ license. Organizational and analytical ability including good judgement and tact. Knowledge of the *Municipal Act, Highway Traffic Act, Minimum Maintenance Standards (MMS)*, and other relevant legislation. A commitment to professional development through membership in the Association of Ontario Road Superintendents and enrollment in its Certification program. Completion of course through the Ontario Roads School Association and the R.J. Mahoney School of Construction and Maintenance. Mechanical skills necessary to operate and maintain equipment. Proficiency in computer software applications (including but not limited to Microsoft Office programs and Public Sector specific programs).

**Scope:**

- a) *Financial* – responsible for the maintenance of inventories of supplies, equipment and materials.
- b) *Operating* – providing direct oversight responsibility for the Operations Department
- b) *Personnel* - Providing leadership, guidance, encouragement, training, supervision and maintains control through teamwork and direction.

**Working Relationships:**

Inside the Corporation: Council  
Operations Manager  
CAO and Department Heads  
Municipal and Operation Staff

Outside the Corporation: General Public  
Contractors



*Hastings Highlands*

*Beautiful By Nature*

## **JOB DESCRIPTION**

### **Working Conditions:**

Some attendance at administration office, with workstations available at operations buildings, but most times on the road. Normal working hours are 8:00 a.m. to 4:00 p.m. Some afterhours overtime is required.

Operations Department – work is subject to road and traffic hazards. Work will be required around noisy equipment and vehicles. Work requires exposure to heat and fumes. Work is subject to exposure to extreme weather conditions. Work is subject to unusual and unscheduled hours.