



# Hastings Highlands

*Beautiful By Nature*

## Operations Supervisor

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The Corporation of the Municipality of Hastings Highlands is currently recruiting an organized and motivated individual with superior leadership, communication, and customer service skills who works well in a fast-paced environment to fill the full-time position of Operations Supervisor.

### Job Summary

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. More specifically, you will be responsible for the following:

- Manage, direct and assist in operational activities necessary for the construction and/or maintenance of the Municipality's road system, municipal buildings, facilities and public works equipment, adjacent public property, waste disposal sites, parklands, recreational areas;
- Assist with leadership planning for Operations Department human resources and tangible capital assets;
- Ensure the control and effective utilization of the physical and financial resources available to the Operations department;
- Monitor weather as per legislation and direct staff to act upon inclement weather;
- Provide safe road conditions throughout the Municipality as per legislation;
- Attend Council or Committee meetings upon request;
- Ensure Occupational Health and Safety practices are followed;
- Manage and maintain the Entrance Permit and the 9-1-1 Civic Addressing systems;
- Operate municipal equipment in case of emergency;
- Assist with the development and implementation of municipal policies and procedures relative to the Operations Department;
- Assist with the review of reports of authorized inspection agencies.

## Qualifications

The preferred candidate will possess the following qualifications:

- A post-secondary education or an equivalent mix of education and experience;
- Knowledge of the *Municipal Act, Highway Traffic Act, Minimum Maintenance Standards*, and other relevant legislation;
- Membership to the Association of Ontario Roads Superintendents and enrollment in its Certification program;
- Completion of courses offered by the Ontario Roads School Association and the T.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 Word, Excel, and Public Sector specific programs).

## Terms

Hiring will be subject to possessing a Valid Ontario DZ Driver's Licence, the successful submission of a criminal record check and verification of education and required certifications

## Salary

The Municipality offers an annual salary range of \$51,542 to \$64,396 per year, in accordance with the 2021 Corporate Wage Grid.

Applicants are encouraged to submit resumes in confidence by **3:00 p.m.** on **November 19** to:

Municipality of Hastings Highlands  
33011 Highway 62, Maynooth ON K0L 2S0  
Email: [humanresources@hastingshighlands.ca](mailto:humanresources@hastingshighlands.ca)

Visit our website at: <https://hastingshighlands.ca/municipal/careers-volunteering/> for a full job description.

*The Municipality of Hastings Highlands wishes to thank all applicants who apply; however, only those selected for an interview will be contacted.*

*The Municipality is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please advise if you require accommodation and the Municipality will endeavour to accommodate candidates in all parts of the hiring process. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*