



Employment Opportunity

The Roads Department is seeking the following Full Time position:

Operations Manager

Reporting to the Road Superintendent, the Operations Manager leads the day-to-day operations of the Roads Department. Key areas of responsibility include road and bridge maintenance, fleet management and winter control operations. The Operations Manager plans, co-ordinates, monitors daily operations, and ensures supervisory and safety components are met. The Operations Manager will respond to public inquiries on a regular basis. The Operations Manager is required to be on-call and work unusual/extended hours as required.

Minimum Qualifications:

The ideal candidate will have demonstrated management, organizational and leadership abilities. Excellent supervisory skills and competent in the interpretation and application of employment policies, regulations, acts and guidelines and a Collective Agreement. Demonstrated ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.

The ideal Candidate will possess:

- Certified Engineering Technician/Technologist (C. Tech./CET) from OACETT or Certified Road Supervisor (CRS-I, CRS-S) from AORS.
- a minimum of five (5) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of unionized staff and the administration of employment policies.
- Valid DZ Driver's Licence for the Province of Ontario.
- Chainsaw Certification, or ability to obtain within three (3) months of hire
- CPR/First Aid Certification, or a willingness to obtain within a specified period of time.
- Working at Heights Certification, or a willingness to obtain within a specified period of time.

Demonstrated knowledge of Digital Road Patrol Software, AVL systems and CVOR record keeping and renewals. Excellent knowledge of road infrastructure and maintenance activities as well as thorough knowledge of equipment, vehicles and materials used in roads programs and services. Excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act. Demonstrated proficiency in MS Office Suite, ability to monitor and work within approved budgets, is flexible, adaptable and responsive to change. Possesses excellent planning, time management and multi-tasking skills.

Preference will be given to those who possess a post-secondary education in Civil Engineering or a related field.

Salary will commensurate with experience and skills.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Background Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Please refer to the Position Description for further requirements and accountabilities and can be obtained in person at the Administration building, 2nd floor, by calling 705-286-1260 ext. 313 or emailing sprentice@mindenhills.ca

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by 12:00 noon, local time, **May 11, 2018** to:

**Employment Opportunity
Roads Department Operations Manager
Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0**

Attention: Shannon Prentice, Deputy Clerk or email sprentice@mindenhills.ca

We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.