



Employment Opportunity

Position:	Transportation Superintendent
Division:	Operations & Facilities
Commencing:	December 2021
Annual Salary:	\$84,219.20 to \$101,628.80
Deadline:	Friday November 12, 2021 at 4:00pm Central

Please submit your application, cover letter and resume to the attention of Human Resources Manager:

By email to jobs@fortfrances.ca in the form of one (1) PDF file (Preferred).

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Travis Rob, Division Manager, Operations and Facilities at (807) 274-9893.



Position Description

Position Title:	Transportation Superintendent
General Supervisor:	Manager of Operations and Facilities
Employee Group:	Management/Non-Union
Date:	October 2021

Position Summary:

- As part of the Operations & Facilities Division Management Team, the Transportation Superintendent is accountable for efficient administration of financial, material and human resources; as well as for the planning, organizing, scheduling and supervising the complete operation of the following;
 - Municipal Highways- Streets, Lanes, R.O.W.
 - Sidewalks
 - Street Lighting & Traffic Signals
 - Public Works and Parks Equipment & Vehicles
 - Traffic Safety and Control
 - Storm Sewer Systems – Urban and Rural
 - The Stores Area
 - The Public Works Garage
 - Installation of Private crossings & Private works
 - Parks- RV campsite, soccer fields, baseball diamonds, outdoor rinks and green space areas
 - Playground Equipment and Structures
 - Cemeteries
- The workforce under the incumbent's supervision will assist in maintaining and operating the sanitary sewer collection system, the water distribution system, Municipal facilities and the recycle depot and transfer station.
- The Environmental Superintendent will ensure all work completed on the sanitary sewer collection and water distribution system is completed in accordance with applicable regulations and town procedures.
- The labour force in parks will provide assistance to maintain trees and shrubs within the Town's right-of-ways (ROWS).
- The labour force will provide assistance to maintain Municipal Facilities.

Direction Received:

- The incumbent will be required to carry out the duties and responsibilities of the position without close supervision and in co-operation with other divisional personnel.
- The Transportation Superintendent follows administrative and operational policies established by Council and in accordance with provincial statutes and regulations.
- The Manager of Operations & Facilities Division monitors work and performance. This is accomplished through regular activity reports and utilization of resources.

Direction of Others:

- Reporting directly to the Transportation Superintendent is a unionized and non-union workforce of full-time, part-time and seasonal employees. This includes, but is not limited to:
 - 1 Working Foreman
 - 2 Truck Drivers
 - 4 Equipment Operators
 - 1 Lead hand
 - 5 Labourers
 - 3 Seasonal Labourers
 - 1 Head Mechanic
 - 1 Journeyman Mechanic
 - 1 Seasonal Mechanic
 - 1 Storeskeeper
 - 3 Summer Student positions
 - 1 Parks Equipment Operator
 - 1 Parks Seasonal Mechanic
 - 1 Parks Working Foreman
 - 2 Seasonal Parks Lead Hands
 - 6 Seasonal Parks Labourers
 - 12 Seasonal Parks Summer Students
- The workforce will be utilized in cooperation with the Environmental & Facilities Superintendents.
- The incumbent prepares daily work schedules and establishes reporting procedures for subordinate staff. The incumbent recommends approval of request for paid and unpaid leave, status, rate changes and scheduling of overtime shifts.
- The Transportation Superintendent provides for the safety of workers and may discipline employees or recommend suspension following consultation with the Manager of Operations & Facilities Division.
- Administers provisions of the Collective Agreement governing unionized employees.
- Ensures all occupational health and safety regulations and training requirements are met for all subordinate staff.

Revenue, Asset and Expenditure Scope:

- Annual operating budget \$1,700,000
- Annual Capital Expenditure \$2,000,000
- Assets: Equipment and Infrastructure \$10,000,000

General Responsibilities:

- Assists in preparing annual operating and capital budgets, long range planning (forecast a 5 year capital plan on a annual basis), and implementing new programs for the most efficient operation of responsibilities.
- Monitors on a regular basis the financial data pertaining to area of responsibility and provides monthly reports to the Manager of Operations and Facilities.
- Although the incumbent may delegate duties to subordinates it will remain the incumbent's responsibility to ensure these duties are carried out as directed and as per Town policy.
- The incumbent will ensure customer complaints are handled as expeditiously as possible and with utmost courtesy at all times by all personnel involved.
- To ensure proper reporting procedures are in place and followed and that records are kept for future reference.
- The incumbent will occasionally be required to work closely with other Superintendents, other Divisional Managers and committees to provide assistance and recommendations for changes which provide for the most efficient and harmonious interaction of the divisional requirements possible.
- Must be able to utilize the computer as a tool in the day-to-day operation such as e-mail, preparing reports, preparing spreadsheets etc.
- In frequent contact with Ministry officials to enquire about annual and special funding programs and to provide information on the progress of funded projects. As grants and subsidy programs are made available, the Transportation Superintendent reviews program information to determine applicability and make recommendation to the Manager for approval and applications.
- Directs the preparation of technical details and studies to support funding requests, insurance claims and other data request and works in conjunction with Treasury staff and the Manager of Operations and Facilities to complete the information requirements of various agencies.
- The Transportation Superintendent is the secretary for the Traffic Safety Committee. Responsible for agendas, minutes and recommendations to the O & F executive committee.
- Ensures all occupational health and safety regulations and training requirements are adhered to for all staff under his/her supervision.
- Supervise repairs, maintenance, excavation, installation and construction of work on roads, ditches, curbs and gutters, culverts, sidewalks, traffic signs, parking lots, crossings and private works.
- Winter operations involve snow clearing and removal from Town properties and Municipal Highways in accordance with applicable regulations and town policies.

- Approves invoices submitted by the storeskeeper and ensures that charges are directed to proper accounts and that amounts paid are in fact correct. Invoices are then passed to the Manager of Operations and Facilities for final approval.
- Directs the Head Mechanic on preventive maintenance and repairs of Public Works equipment and vehicles, after consulting the Manager of Operations and Facilities before major repairs are carried out.
- Arranges through the Environmental and Facilities Superintendents for technical support.
- The Transportation Superintendent is required to travel to the various work sites to ensure work is proceeding according to plan and as directed.
- Verifies that all safety standards and practices are followed at all times.
- Provides input into the preparation of by-laws as required.
- As maintenance jobs or activities are completed the incumbent will supply data to the Engineering area for up-dating the master record drawings, GIS and Asset Management systems.
- Rarely the incumbent meets with sales representatives to discuss product quality and arranges to test new products and material. On an ongoing basis the Transportation Superintendent analyzes variations between estimated and actual hours and material to improve planning and scheduling jobs and set new schedules.
- Schedules and conducts monthly safety meetings with crew members to ensure that all applicable legislation, regulations, rules, policies, procedures and industry standards are understood and followed.
- Incumbent assumes additional duties as required during the absence of the Manager of Operations & Facilities or Environmental Superintendent and as assigned.
- Directs the Parks Utility Mechanic during summer months on preventive maintenance and repairs of Parks equipment and vehicles, after consulting the Manager of Operations and Facilities before major repairs are carried out.

Qualifications:

- Ontario Secondary School Diploma (or equivalent).
- 3-year college diploma in Civil Engineering or a related field or an equivalent combination of relevant education and work experience.
- 6 to 8 years of experience related to maintenance, management, and supervision.
- Preference will be given to individuals with superior communications skills.
- Valid Ontario Driver's License (minimum Class G2).

Effort:

- Review of data to estimate job requirements based on multiple considerations and preparation of timetables integrating various jobs require continuous concentration for prolonged to extreme periods. Attention spans are continually interrupted for short durations due to public and staff inquires.
- Physical demands are related to combine muscular and sensory strain for long to extended periods of time.

Working Conditions:

- The incumbent is required to work an eight-hour day during regular business hours with minimum requirement for out of town travel. The incumbent is required to be available for emergency call-out, and is compensated for stand-by duty.
- Additional hours average up to 15% in excess of the regular workday, which relates to pre-shift organization time.
- The incumbent spends 50% of the average workday indoors in semi-private office surroundings. The balance of the day is spent in travel to and inspection of worksites with infrequent exposure to disagreeable climatic conditions for long to extended period.
- The incumbent is frequently exposed to risk from moving machinery and equipment for moderate periods while inspecting worksites.