



MUNICIPALITY OF MIDDLESEX CENTRE

Transportation Operations Manager

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 18,000 over an area of 587.22 sq. kilometres. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities. With a steady growth rate projected in the next 20 years, Middlesex Centre is a growing municipality ready to welcome both residents and businesses to a sustainable and livable community.

The Municipality is seeking a qualified, experienced, highly motivated, and result-oriented individual to join our Public Works and Engineering Department for the position of Transportation Operations Manager.

Position Summary

Reporting to the Director, Public Works and Engineering, this employee is primarily responsible for the overall day-to-day management, operation, maintenance and compliance of the Municipality's transportation road network, aggregate extraction pits, and supporting divisional facilities. The incumbent will work in a team environment alongside other transportation specialists in the formation of short and long term operations, work plans, capital construction projects, budgets, policy analysis and development, and related business plans and initiatives. The incumbent will assist the department Director in the management of emergencies and contingency response for the Municipality.

Preferred Qualifications

- Post-graduate degree or diploma in a relevant engineering field of study.
- Shall possess a Certified Road Supervisor certification.
- Minimum 7 years of progressively responsible experience, preferably in a municipal related transportation operations service environment, including extensive supervisory experience.

Salary range for 2017 is \$77,438.40 to \$90,604.80 with a 40 hour work week. This position may be required to work extended hours as required.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Wednesday, September 27, 2017 to:

Brian Lima, P.Eng.
Director, Public Works & Engineering
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
lima@middlesexcentre.on.ca / Fax 519-666-0271

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting to the Director of Public Works and Engineering, this employee is primarily responsible for the overall day-to-day management, operation, maintenance and compliance of the Municipality's transportation road network, including but not limited to bridges and culvert structures, forestry, and the Fleet Services Department for all corporate fleet and equipment assets. The incumbent will work in a team environment alongside other transportation specialists in the formation of short and long term operations, work plans, capital construction projects, budgets, policy analysis and development, and related business plans and initiatives. The incumbent shall provide the coordination, planning, administration, project management, approval, implementation, monitoring, and maintenance of various long-range plans, policies, technical studies, design, agreements and applications relating to the Municipality's transportation planning, and engineering. The incumbent will assist the department Director in the management of emergencies and contingency response for the Municipality's systems.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Ensure current information is available in planning capital and maintenance projects • Review application and recommendations approvals for Road Occupancy, Utility Construction and Entrance permits • Prepare tenders, quotations for the purchase of equipment, materials and services associated with the Division's operations • Inspect all work sites, gravel pits, and abandoned landfills for annual agency reporting requirements • Undertakes technical assessment of transportation projects using the Roads Need Study and Structure Inventory Inspection • Ensure the direction, coordination and implementation of road maintenance operational functions and activities of the Division • Ensure proper provincial ministry regulated and corporate health and safety practices are adhered too, including the safe setup and operation of all equipment • Develop and administer maintenance programs for the operation and rehabilitation of municipal roads, drains, bridges, culverts, and equipment • Coordinate and direct construction activities, reviewing plans, consulting with contractors if required • Coordinate day-to-day activities as "constructor" in accordance with all current Provincial occupational health and safety regulations 	<p>30%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Liaison with property owners affected by construction, attempting to resolve concerns and referring contentious situations to Supervisors • Coordinate the construction and maintenance activities of storm drains, outlets and ditches • Conduct required investigations with regards to roads, culverts, signage, guard rails, catch basins, sidewalks, trees in accordance with the Provincial Minimum Maintenance Standards and undertake the necessary repair/replacement activities 	
<p>People Leadership</p> <ul style="list-style-type: none"> • Provide assistance to Director, Public Works and Engineering as required in the implementation of transportation related capital reconstruction projects. • Supervises assigned staff, conducts performance reviews and staff training, and liaises as required with contractors, equipment vendors, and material suppliers for the daily operations of the Municipality's road network and coordinates all Department related facilities maintenance functions. • Provide leadership and direction to Supervisors, Equipment Operators, and third party contracted service providers in all aspects of construction and related activities. 	30%
<p>Project Administration</p> <ul style="list-style-type: none"> • Assists in the development, administration, maintenance and monitoring of long-range transportation planning and capital projects. • Monitor principle work performed by others within the right-of-way ie, boundary roads, sidewalk snowplowing. • Coordinate technical information and field studies for preparing reports. • Give advice on the interpretation and application of the policies, standards, methods and procedures of the Transportation Divisions. • Recommend changes to polices, by-laws and standard operation procedures. • Coordinate related on-site permit inspections to ensure compliance. • Plans, implements, monitors and reviews service program delivery providing analysis reports to ensure operational issues are dealt with in a timely manner and all required courteous notification is undertaken. • Coordinates the maintenance related operational activities and projects related to the Municipality's road network, solid waste, and forestry management systems in collaboration with the contracted service providers where applicable. • Ensures all Municipal compliance documentation and database requirements for the Transportation Department's road network management systems are compliant with current regulations and standards. • Identify respective system operational and capital improvements to continually improve reliability and efficiency for future budget consideration. • Review and provide commentary regarding planning applications, operational related design standards, procedures, drawings, and technical studies. • Maintain accurate employee and equipment records. • Prepare the Division's annual operations budget. 	10%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Participate in developing and implementing the required preventative maintenance schedules, protocols and procedures. • Assign work to Supervisors and field operational staff, directing activities, providing input and guidance, responding to inquiries, dealing with matters pertaining to the position and the necessary required action. • Provide input into the Department's capital tendering process as requested. • Provide orientation and safety training to field operational staff as required, reviewing performance with Transportation Manager, and deal with disciplinary matters. • Complete all procurement and requisition of material supplies and parts required for the daily road and related drainage construction and maintenance activities. • Manage the record and technical database compilation pertaining to the Municipality's aggregate resource pits, parts and equipment inventories, work records, reports, and project information. 	
<p>Financial Management</p> <ul style="list-style-type: none"> • Prepare the Division's annual operations budget. • Identify capital elements for future budget consideration and contributes to the development of the respective project cost estimates. • Update and monitor maintenance projects. • Assess, reconcile and recommend payment of invoices related to the daily operations of the Municipality's Transportation Division road network. • Monitor budgetary requirements and identify maintenance and capital elements for future budget consideration. 	10%
<p>Fleet and Facility Management</p> <ul style="list-style-type: none"> • Manage and maintain the Municipality's entire inventory of equipment, material supplies and fleet. • Direct and coordinate routine facility repairs, annual inspections, maintenance and construction of the Operations Centre(s). • Ensure all equipment is maintained, repaired promptly, and in operable working condition. • Supports the Department's fleet maintenance program, including but not limited to annual reporting. 	15%
<p>Community Outreach</p> <ul style="list-style-type: none"> • Maintain appropriate proactive public relations for the Transportation Department by handling and responding to resident/public service delivery inquiries and complaints in a timely manner. • Liaison with various approval agencies, engineering consultants, sub-contractors as deemed required. • Respond to inquiries external engineering consultants and contractors on various aspects of municipal transportation and traffic infrastructure. 	5%
<p>Other</p>	

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Undertakes other duties as directed by the Director, Public Works and Engineering as relevant to the position. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications (absolutely Cannot do without)

Education (degree/diploma/certifications)

- Post-secondary school civil engineering technology diploma
- Membership with Ontario Association of Certified Engineering Technicians and Technologists

Experience

- At least 5 years continuous experience in a transportation planning, operations and project management service environment or related civil engineering discipline

Knowledge/Skill/Ability

- Ability to read and interpret engineering prints, drawings, and survey information
- Ability to prepare construction drawings for maintenance of the municipal transportation and traffic systems
- Superior communication and interpersonal skills
- Excellent customer service skills
- Ability to work with third party contractors, regulated agency officials and staff at all levels
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Thorough knowledge of the Occupational Health and Safety Act, Municipal Act, Provincial Regulations, Highway Traffic Act, and the Ontario Traffic Manuals
- Valid driver's license – Class G and DZ



Preferred Qualifications (the Ideal Candidate)

Education (degree/diploma/certifications)

- Post-secondary Civil Engineering Technology Diploma
- Membership with Ontario Association of Certified Engineering Technicians and Technologists

Experience

- At least 5-10 years continuous experience in a transportation planning, operations and project management municipal environment

Knowledge/ability/skill

- Strong technical knowledge of transportation related processes, methodologies and construction practices, and proficiency in a project management role
- Working knowledge of the Ontario Health and Safety Regulations for construction and industrial operations
- Working knowledge of the various Ontario Traffic Manuals
- Demonstrated proficiency in utilizing Auto-CAD and Arc GIS
- Excellent verbal and written communication skills
- Strong organizational skills



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Public / Residents	Frequent	Municipal concerns, process applications for permits, address transportation inquiries, locate requests, etc.
Contractors / Consultants	Frequent	Contractual documents, project management, monitor work performed
Other Municipalities / County	Occasional	Services, boundary agreements
Fleet Services	Frequent	Tenders, quotations, billing inquires
Utility Companies	Frequent	Permits inquires/submissions
Municipal Departments	Occasional	Coordination of corporate service(s)

Work Conditions

Approximately 75% of this position's time will be spent in the Denfield Operations Centre, attending meetings and performing core functions, while the balance 25% may be spent out of the office during normal working hours attending project specific site meetings, meeting and reviewing with direct reports, consultants, contractors and/or meeting with residents.

Frequent meetings with both internal and external clients/customers/stakeholders. Interactions are generally courteous and collaborative.

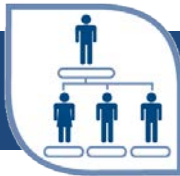
Normal hours of work are 40 hours per week, Monday to Friday. Some alternating evening and/or weekend work may be required. This position requires the individual to be on call 24/7 available in all weather conditions, and work with heavy equipment, hazardous products containing MSDS, and around other utilities (hydro, water, wastewater, gas, telecommunications, etc.).



Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification
(Where this position fits)

Position Title: Transportation Operations Manager	Division: Transportation Division
Department: Public Works and Engineering	Classification: Non-Union
Branch:	Reports to (Direct): Director, Public Works and Engineering
Position(s) Supervised Directly: Road Supervisor, Assistant Road Supervisors, and Equipment Operators,	Position(s) Supervised (Indirectly):
Effective Date:	Revision Date:
Equivalency Code: N/A	Hours per week: 40