



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. It's Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit [RichmondHill.ca](http://RichmondHill.ca) to learn more about the place "Where people come together to build our community."

## **Manager, Road Operations**

Community Services Department

Reporting to the Director of Public Works Operations, your primary function will be to provide leadership and technical operational guidance for the maintenance and operation of the Town's road network and infrastructure. Your major areas of responsibility include:

- Managing a staff compliment of 29 employees
- Preparing and managing the operating and capital budgets
- Preparing business cases for staffing and equipment in addition to managing materials and contracts
- Coordinating staff, equipment, materials and work activities to accomplish summer and winter maintenance and repair operations on a day-to-day basis to achieve approved service levels
- Benchmarking and engaging staff to determine the right balance between activities that are performed in-house and outsourced
- Ensuring legislative compliance, policy, standards, and procedures and approved service levels are adhered to
- Providing leadership and technical operational guidance for all road and storm drainage infrastructure
- Liaising with residents, Town staff, Region, consultants, contractors, regulatory agencies, and Council members in dealing with service levels, day to day maintenance and operational activities, development and capital delivery
- Developing, tracking and maintaining Standard Operating Procedures (SOPs) for Road Operations
- Maintaining a program to meet upcoming regulatory requirements
- Demonstration of the Town's corporate values of service, collaboration, care, and courage
- Managing assets and asset life cycle for the longevity and ultimate replacement of infrastructure in conjunction with the 10 year capital replacement program
- Preparing staff and technical reports
- Attending Committee and Council meetings, as required, in support of recommendations and continuous improvement

You will possess a College Diploma in Civil Engineering or equivalent, Certified Road Supervisor (CRS) accreditation along with 7-10 years of experience in roads operations maintenance and management and demonstrated experience within a unionized environment. Registration with Professional Engineers Ontario (PEO) or Ontario Association of Certified Engineering Technicians and Technologists (OACETT) is considered an asset. You will also possess:

- Thorough knowledge of maintenance and design standards, materials, and construction methods as they apply to municipal infrastructure
- Thorough knowledge and understanding of applicable Legislation, Minimum Maintenance Standards, Standard Operating Procedures, Municipal Policies and By-Laws
- Experience in operating a maintenance management system
- Strong leadership, communication and interpersonal skills and strong team player
- Excellent project management, organizational, time management skills and ability to work under pressure and to deadlines
- Demonstration of the Town's corporate values of service, collaboration, care, and courage
- Strong customer service skills in addition to excellent written, oral, presentation and problem solving skills are essential
- You must possess a valid Ontario Class "G" Driver's License and have access to a vehicle for use on corporate business (mileage compensated). You will be required to provide proof of vehicle insurance and a clean Driver's abstract from the MTO, upon hire.

The salary for this position is \$114,403. to \$130,037. (Subject to compensation review)

**Applicants are invited to apply online** at [RichmondHill.ca/Employment](http://RichmondHill.ca/Employment) by no later than 4:30PM on October 16, 2017.

We thank all candidates for their interest, however, only those under consideration will be contacted. The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.