

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**MANAGER OF OPERATIONS AND FLEET**  
**Permanent Full Time**

<b>JOB ID:</b> C37-24	<b>LOCATION:</b> Operations Centre – 635666 Highway 10, Mono
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on April 24, 2024

Reporting to the Director of Public Works/County Engineer, the Manager of Operations & Fleet Management is a key member of the Public Works team providing a leadership role that oversees all facets of road maintenance, including winter control, and Fleet Management across the County while ensuring alignment with corporate strategies, plans, and council priorities. This role focuses on supporting strategic planning, budget development, procurement, work planning, people and equity initiatives, staff development, and change management. The Manager collaborates with both internal and external stakeholders, fostering mutually beneficial working relationships while prioritizing public safety in all operational aspects.

**What we can offer YOU!**

- A competitive salary ranging between \$131,511 - \$153,813 (based on a 35 hour work week)
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Oversee all communications outwards to the public with respect to Operational and Fleet Management activities.
- Draft comprehensive reports and attend scheduled sessions with the Infrastructure and Environmental Services Committee as instructed to address pertinent matters.
- Lead the preparation and ongoing oversight of the yearly operating and capital budget for Operations and Fleet Management, ensuring careful planning and strategic financial management in line with the organization's goals.
- Strategically plan and oversee the creation and implementation of maintenance guidelines tailored to adhere to established standards and protocols, aiming to optimize operational efficiency and ensure adherence to best practices in Operations and Fleet Management
- Cultivate a professional work environment that encourages active staff participation, offers consistent training opportunities, fosters teamwork, and promotes positive labor relations.
- Collaborate closely with the Director of Public Works on sensitive and confidential legal HR matters, including litigation, employee discipline, investigations, employee termination, and policy compliance.
- Ensure a healthy and safe work environment, including raising awareness among workers about potential and existing work-related hazards. Implement continuous safety education initiatives, assess the health and safety performance of employees, and oversee the reporting and investigation of all incidents, as necessary.
- Foster a positive work environment that embraces and values diversity, equity, and inclusion.
- Oversee delivery of all maintenance contracts and cultivate relationships pertaining to various operational services provided (E.g., traffic signals, line painting, guiderail repairs, etc.)

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- Administer and enforce all shared maintenance agreements, Winter maintenance agreements and Boundary Road agreements with external stakeholders.
- Manage the capital replacement schedule of all new equipment, vehicles and technology related to Fleet Management for the entire County.
- Leverage specialized knowledge and expertise by applying an in-depth understanding of the Ontario Highway Traffic Act, Environmental Protection Act, and Department of Fisheries and Oceans Act to provide guidance in daily operations.
- Represent the County in court hearings for discovery and legal cases, actively participating and advocating for the County's interests with legal counsel as needed.
- Other duties as assigned

### What you'll bring

- Post-secondary diploma in civil engineering technology.
- Designation as a Certified Engineering Technologist (C.E.T) and Certified Road Supervisor (C.R.S.).
- Minimum of seven (7) years of experience working in a road maintenance capacity
- Experience leading and supervising staff and administering employment policies.
- Ability to effectively plan, schedule and execute all maintenance activities to meet Ontario Regulation 239/02 Minimum Maintenance Standards
- Extensive knowledge of relevant Provincial and Federal legislation and regulations, road construction standards, and inspection and asset management
- Excellent conflict management, negotiation, interpersonal and communication skills
- Proven organizational and analytical skills, and ability to problem solve.
- Adept at managing risk and change, people, and budgets
- Competence as a supervisor within the meaning of the Occupational Health and Safety Act
- Proficient in the use of computers and computer programs related to road inventory, road maintenance, equipment maintenance, staff scheduling and budgeting.
- Valid Class G driver's license and access to reliable transportation required.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and



- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by May 24, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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