

## INCREASE IN STAFFING REQUEST FORM

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**DATE OF REQUEST:** December 16, 2024  
**POSITION TITLE:** Operations Project Supervisor  
**CLASSIFICATION:** Salary, Non-Union  
**DIVISION:** Operations  
**DEPARTMENT:** Infrastructure Services  
**LOCATION:** 69 Union Street – Elmira Public Works Yard  
**REPORTS TO:** Manager of Operations  
**STATUS:** Full-time (40 hours per week)  
**SUPERVISION:** None

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### **General Purpose:**

The Operations Project Supervisor's primary role would be to ensure compliance with the Minimum Maintenance Standards for Municipal Highways (MMS) O. Reg 239/02 by creating a digital based patrol program and perform the required patrols of the entire road network. This role would support the department's fleet inventory, procure and oversee contracted services related to road, water and wastewater maintenance activities and assist with managing seasonal work programs, such as winter control operations.

### **Primary Responsibilities:**

- Create a digital based patrol program using the existing Citywide work order management program to meet legislative patrol requirements as established by the MMS O. Reg. 239/02.
- Perform patrols and participate in legislated winter control inspections;
- Manage the department's existing fleet assets, including procurement of capital purchases, scheduling regular maintenance and repairs;
- Procure and oversee contracted services for various roads, water and wastewater programming;
- Respond to emergency call-outs and participation in the Operations Management Standby list; and,
- Other duties as assigned.

### **Education:**

- Diploma or certificate from a recognized College or Technical Institute in a related field. Consideration will be given to candidates with an equivalent combination of education and experience related to Public Works operations.

### **Certification/Designation:**

- Registered with the Ontario Association of Certified Engineering Technicians and Technologists;
- Certified Road Supervisor designation through the Association of Ontario Road Supervisors;
- Accreditation through the Ministry of the Environment, Conservation and Parks Drinking Water and Wastewater Operator Certification Program is an asset;
- A minimum valid Ontario Class G Driver's License with a good driving record. Preference would be to someone holding a Class D with Z endorsement Ontario Driver's License;

### **Experience/Skills:**

- 3-5 years experience in the maintenance of highways, preferably in a municipal environment;
- Demonstrates a good work ethic and respect for supervisors and peers;
- Excellent oral and written communication skills. Able to work independently, as well as part of a team;
- Courtesy, diplomacy and professionalism in dealing with the public, agencies, service providers, Council and staff;
- Proficient in conducting field work and site inspections;
- Ability to operate various equipment including: backhoes, loaders, graders, sweepers and tandem dump trucks/snow plow combinations, grass trimmers, chain saws, packers etc.; and,
- Physically able to perform the required duties.

### **Salary:**

2025 Salary Grid Level 5 (40 hour per week)  
Range - \$90,501 to \$113,127

### **Justification:**

The addition of an Operations Project Supervisor, within the Operations Division, will improve the Township's ability to meet current legislated obligations and the increased demand being placed on the Public Works section by customers, Council and agency/stakeholders.

The Municipal Act, specifically Section 44, which deals with maintenance of public highways and Ontario Regulation (O.Reg.) 239/02 Minimum Maintenance Standards for Municipal Highways are the overarching requirements that establish the standard of care for which municipalities in Ontario are held to regarding the maintenance and operations of a public road allowance and right-of-way. This legislation sets a predetermined number of times a year that each road classification requires a physical

inspection. This is currently performed by a part-time contracted position soon to retire. This position will perform these inspections.

Currently, the winter patrol requirement is performed by the Operations Management staff in addition to their regularly scheduled 40 hours of work and generates significant overtime for these individuals. To help improve their work-life balance, this position would perform the winter patrol on a scheduled winter shift for normal salary pay. The current management is also required to participate in a stand-by rotation of every one in three weeks which equals a minimum of 17 weeks a year on stand-by. Adding this position will reduce the frequency of stand-by to one in four weeks.

With the increase of frontline staff in 2022, without the increase in supervisory staff, the ability to manage contracted services has become challenging. This position will be responsible for the management of contracted services handled by the Operations group.

Fleet asset maintenance is currently reliant on frontline staff reporting when the vehicles they are using have reached the kilometer threshold for servicing. With many of the vehicles within Operations being used by different operators, this threshold is often missed. Having a dedicated person to track usage of fleet assets will allow for appropriate preventative maintenance being performed to extend the life of vehicles.