

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:

**(HYBRID) ASSISTANT MANAGER OF OPERATIONS**

**Permanent Full-Time**

<b>JOB ID:</b> C53-24	<b>LOCATION:</b> Hybrid - Operations Centre (635666 Highway Mono)
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on June 28, 2024

Reporting to the Manager of Operations, the Assistant Manager of Operations provides leadership and administrative support to the Public Works Operations Division regarding risk management, winter maintenance activities, fleet maintenance, contracts, in-house construction, inspections, policies, procedures and asset management.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$54.70 – \$63.98 (April 1, 2024 Non-Union Pay Grid);
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Eligible to enroll in OMERS 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**

Fleet Management

- Ensure vehicle records, including licensing and maintenance activities, are managed and kept current.
- Develop and manage fleet policies and procedures, including fleet tracking Automatic Vehicle Location (AVL), modernizing maintenance schedules, and automatic reporting/maintenance reminders.

Risk Management

- Perform traffic engineering safety reviews by investigating and recommending improvements at problematic intersections and road sections, in collaboration with the Engineering Division, consultants, etc.
- Coordinate and manage the operation and maintenance of traffic signals, staying up to date with traffic light technology and exploring and recommending monitoring systems.
- Compile documents and reports related to litigation claims against the county related to maintenance claims.

Programs and Contract Management

- Manage programs such as adopt-a-road, noxious weeds, nuisance beaver, living snow fence and mitigating drifting snow.
- Work with the procurement division to prepare tenders and quotations for material, products and equipment

Staff Leadership Support

- Provide leadership, direction and guidance to the operations team.
- Foster a healthy, safe and positive work environment that embraces and values diversity, equity and inclusion.



#### Winter Maintenance

- Monitor Level of Service compliance, including record keeping, response times, sign inspection, weather records, weather monitoring and patrolling frequency.
- Post winter road closure notifications via social media, email and message boards.
- Support operators, patrollers and foreperson during winter storms and emergencies.

#### Administrative Operational Responsibilities

- Respond to public service requests in a courteous and timely manner.
- Prepare and present reports for presentation to Committee and Council.
- Serve as acting Operations Manager when needed.

### **What you'll bring**

- Post-secondary diploma in Civil Engineering Technology or a related field
- Registration with or be eligible for registration as a Technologist with O.A.C.E.T.T. as a Certified Engineering Technologist (C.E.T.) or equivalent
- Certified Roads Supervisor (C.R.S.) Designation or pursuing certification
- CVOR training would be an asset
- Minimum of five (5) years experience working in municipal public works or equivalent operational environment
- Experience in a supervisory role
- Experience with asset and traffic data management
- Road maintenance experience with a strong understanding of winter operations
- Ability to maintain tactful relations with staff, management, council, other departments, user groups, contractors, utility agencies, and the public
- Strong problem solving and conflict resolution skills
- Knowledge of computer software programs including Windows and Microsoft Office
- Thorough knowledge and understanding of Ontario Regulation 239/02 Minimum Maintenance Standards and application for Municipal roadways
- Knowledge of provincial guidelines and standards related to roads maintenance
- Competent knowledge of the Occupational Health & Safety Act
- Valid Class G driver's license and access to reliable transportation required
- Ability to respond to site in County of Dufferin within 30 minutes
- Suitable work from home environment including reliable high speed internet

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 **July 5, 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.

