

## Supervisor, Roads Maintenance

**Requisition Number:** 170

**Job Type:** Permanent Full-Time

**Location:** Rocky View County, Alberta

**Number of Positions:** 1

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

### Position Summary

The Supervisor is responsible for the leadership, oversight of day-to-day operations of all aspects of the Roads Maintenance services. Including strategic planning on all related equipment, workforce and scheduling. The Supervisor will maintain alignment of all contracts and employees in accordance with County corporate policies and procedures as well as all legislated requirements. The Supervisor will exemplify customer service and leads by example. Through ongoing coaching of employees, support the cohesion of the team, manage crisis and work towards providing excellent internal and external customer service.

The Supervisor is an active participant in developing and chiefly for implementing short and long term purchase and maintenance strategies as well as assigning and prioritizing the activities of the Roads Maintenance team, which includes the Foremen and all of their reports, to ensure prompt and efficient delivery of maintenance services, and detailed tracking and reporting of these activities, including project management of new and existing initiatives. The Supervisor will ensure that all legislated requirements for Safety, Competency and Record Keeping are achieved and maintained to a satisfactory standard.

### Core Accountabilities

#### Daily Operations

- Identify personnel requirements and coordination of employees and departmental workflow.



## ROCKY VIEW COUNTY

- In collaboration with the Foremen determine day-to-day activities for the maintenance crew and related activities. Provide short term and long-term planning direction to the Foremen to ensure effective and optimal workflows are achieved.
- Maintain performance standards by mentoring and coaching employees; carry out discipline when appropriate; and, checking results.
- Respond to maintenance related queries from the public and provide solutions aligned with current County policies and procedures.
- Provide Manager regular reports and updates on crew activities and ensure aware of any issues which could escalate.
- Monitor work order activity through CMMS to ensure that Foremen are appropriately addressing outstanding work and priorities. Ensure resources are allocated most effectively to manage outstanding work and the highest priority jobs.
- Provide direction to ensure effective implementation of current CMMS capabilities as well as future enhancements.
- Communicate with other departments to ensure a coordinated approach to project/initiative identification, development and delivery and budgetary requirements and make recommendations to the Manager.
- Prepare or direct the preparation of a variety of reports, support information, documentation and research projects. This will include reports related to safety audits and inspection and submission related to purchasing.
- Prepare for and attend meetings as required

### Strategy, Planning, Analysis, Administration

- Develop short- and long-range plans for Roads Maintenance services to include identification of personnel requirements and coordination of employee and departmental workflow.
- In conjunction with the Manager, develop performance measurement tools to provide tracking mechanisms to ensure work done by crews aligns with planned work. Define and implement KPIs and best practices for common road maintenance tasks.
- Monitor and evaluate metrics related to CMMS work orders to ensure that appropriate maintenance planning is performed.
- Abide by and comply with provincial and/or federal transportation regulations and support relevant aspects of audit and protocol.



## ROCKY VIEW COUNTY

- Participate in the development, implementation and evaluation of objectives, policies and procedures.
- Assist and/or develop budget and staffing forecasts, monitoring and expenditures in conjunction with the Manager.
- Participate in the updating and/or implementation and roll-out of policies, procedures, guidelines, or protocols and communicate pertinent information to employees.

### Leadership and People Management

- Supervise operational area with an emphasis on efficiency, accuracy, quality and safety to ensure a superior level of service.
- Participate in the recruitment and selection of prospective staff and ensure employee orientation, on-boarding, and training is complete.
- Provide staff regular feedback (including formal performance reviews) and coaching conversations, training, development, recognition and pursue disciplinary progressive actions if required.
- Supervise, mentor and encourage a major work unit (both directly and indirectly through subordinates) to ensure maximum productivity in all areas.
- Contribute input into and support implementation, roll-out and enforcement of policies, procedures, guidelines or protocols and communicate pertinent information to employees.
- Ensure activities are conducted according to OH&S Legislation and Rocky View safe work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public and environment.
- Provide employees with adequate resources and work procedure training, and ensure required departmental representation on the Health and Safety Committee.

### Other Responsibilities

- Attend and participate in inter-jurisdictional meetings and activities on an ad hoc basis.
- Act in a professional and responsible manner to protect the integrity of employees and the business of Rocky View County.
- Display a professional and ethical responsibility to protect privacy, use information appropriately, and maintain the confidentiality and security of all information related to employees, business and residents of Rocky View County.
- Ensure process is followed for purchase of goods and services within established guidelines.
- Capable of providing coverage in an Acting capacity for the Department manager from time-to-time.



- Ability to perform subordinates responsibilities from time-to-time, as necessary.
- Ensure workers have a clear understanding of their role and responsibilities relating to RVC's health and safety program and in the Alberta OHS Act Regulation and Code.
- Ensure that all the operations under their supervision adhere to the requirements of the County's OHS Program.
- Perform other duties and special projects as assigned.

## Position Requirements

An equivalent combination of Certified Engineering Technologist (CET) or Registered Engineering Technologist (RET) with a minimum of five (5) years in-depth road construction experience in a leadership role preferably in a municipal environment, the Supervisor will:

- Possess considerable knowledge of the occupational hazards and safety precautions of the trade.
- Possess considerable knowledge of the standard methods, materials, tools and equipment of road construction and maintenance.
- Demonstrate knowledge of a municipal government organization and maintains a working knowledge of departmental rules, regulations, policies, procedures, and functions.
- Demonstrate superior organizational, time management, problem-solving, and customer service skills.
- Demonstrate proficient skills in MS Office Suite and aptitude for learning other software applications.
- Possess a valid class 5 driver's license.

*We thank applicants for their interest. Only those selected for an interview will be contacted.*

Applications can be submitted online at [www.rockyview.ca/careers](http://www.rockyview.ca/careers)

**Closing Date:** April 21, 2024 or until a suitable candidate is found.