

WE ARE HIRING!



Competition #: 78-2018

Transportation Supervisor

What a Supervisor does:

Responsible for directing and coordinating the activities of the Transportation Operators and other resources in a safe and efficient manner.

- Coordinate and participate in the recruitment of new and seasonal staff.
- Assign daily work tasks for staff and conduct follow up inspections to ensure task completion and task quality control.
- Establish professional development plans for staff.
- Provide on-going job performance feedback, mentoring, coaching.
- Attend, participate and lead staff meetings.
- Recommend personnel actions to the Paved Road/or Gravel Roads Operations Supervisors, in accordance with the HR policies.
- Prepare a monthly activities plan.
- Prepare a weekly progress report of activities.
- Monitor and evaluate equipment, materials and operator requirements.
- Report on performance measures.
- Ensure equipment is used in an efficient and effective manner.
- Ensure staff and contractors are competent (adequately qualified, suitably trained, and has sufficient experience) prior to work being carried out.
- Ensure time and record keeping is accurate.
- Answer emergency calls to correct dangerous road conditions.
- Conduct field inspections.
- Participate in the "On Call" program.
- Order necessary materials and equipment for assignments.
- Coordinate with other Transportation Supervisors in the effective use of County resources.
- Facilitate public engagement with respect to the Transportation operations and projects.
- Respond to public inquiries and complaints with respect to activities supervised by the incumbent.
- Develop and implement preventative maintenance programs.
- Assist in the preparation of the department's business plan.
- Assist in the planning, developing and reviewing of operating and capital budgets (including equipment).
- Monitor material/labour utilization and budget expenditures and report variances.
- Work in collaboration with other departments on County initiatives and project as required.
- Adhere to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

Why work for us?

We are a thriving, vibrant rural community sharing one of our borders with Edmonton and St. Albert. Our organization is dedicated to improving the quality of life for our residents and we make that happen through our family culture, a strong spirit and progressive attitude.

Interested?

Please submit your resume and cover letter by email quoting the competition number in the subject line to:

hr@sturgeoncounty.ca

Sturgeon County
9613-100 Street
Morinville, AB T8R 1L9
780-939-4321



Thank you to all applicants for their interest, however only those chosen for an interview will be contacted.

Sturgeon County is an equal opportunity employer.

What are we looking for?

- 5 years' experience operating equipment in a municipal setting.
- Alberta Public Works Assoc. Level 2 Public Works Supervisor Program.
- 5 years' supervisory experience.
- Technical background in road construction and materials.
- Valid Class 5 Driver's Licence and Defensive Driving Certification.
- Ground Disturbance Safety Training Level 2 – For Supervisors.
- Standard First Aid with CPR.
- Safety training: Pre-trip Inspection, Workplace Hazardous Materials Information System (WHMIS), Fire Extinguisher, Overhead Powerline, Alcohol and Drug Awareness Supervisors, Customer Service.

More

Position Type

Permanent Full-Time

Rate of Pay

\$80,515 - \$105,949

Hours of Work

7:00 am – 3:30 pm., Monday to Friday

Competition Close Date

December 3, 2018 at 1:00 pm