



## **The Corporation of the Township of Algonquin Highlands**

requires a

### **Public Works Supervisor**

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the position of Public Works Supervisor.

Reporting to the Public Works Manager, the Public Works Supervisor is responsible for the daily planning, supervising and coordinating of staff, operations and projects as assigned. In this position, you will ensure compliance with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures.

#### **The preferred candidate will possess the following qualifications:**

- A minimum of five (5) years' experience with heavy equipment operation, road construction/maintenance, with one (1) year of experience in a Supervisory position.
- Grade 12 High School diploma.
- Certified Road Supervisor Certification or willingness to obtain in accordance with the Association of Ontario Road Superintendents Certification Program.
- Class DZ licence, AZ preferred with a clean driver's abstract.
- Basic computer knowledge, including spreadsheets, word processing, email and internet capabilities.

**Salary Range:** \$33.73 - \$37.96 per hour /40-hour week

Applicants must indicate how they meet the minimum qualifications in their resume. We thank all applicants; however, only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, an excellent benefits package and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

**To Apply:**

Please submit your cover letter and resume in confidence by **3:00 pm on Tuesday, March 26, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0  
Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)

Complete job description follows.



## TOWNSHIP OF ALGONQUIN HIGHLANDS

### Job Description

Position:	Public Works Supervisor
Department:	Public Works
Location:	Public Works Yards – Dorset and Stanhope
Reports to:	Public Works Manager

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#### **Purpose**

The Public Works Supervisor is a working supervisory position that requires experience with personnel management and all aspects of the highways, bridges, and culvert construction/maintenance, employee/contractor oversight, job safety, good communication and computer skills, equipment maintenance and assistance with budget development.

#### **Responsibilities**

- Plans, supervises and coordinates daily public works department staff, operations and projects as assigned by the Public Works Manager in a manner that motivates, guides and directs staff.
- Promotes staff participation and teamwork. Ensures maintenance crews are carrying out planned and scheduled work to desired quality levels. Monitors and documents daily departmental operations and responds to problems on a daily basis, including complaints by the public.
- Relates to the public in a professional, courteous and respectful manner, appropriately responding to their complaints. When unsure of how to handle a complaint, communicate with the Public Works Manager for assistance.
- Keeps an up-to-date daily journal.
- Ensures all staff complete a daily duty sheet.
- Oversees and provides a variety of construction, snow/ice removal, maintenance and repair services.

- Ensures compliance with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures. Ensures that all personal protective equipment is worn when required.
- Supervises outside contractors and trades people on construction and repair projects.
- Ensures that all equipment is operated safely and in accordance with all policy, procedures, by-laws, Ministry guidelines, regulations and legislation, and is personally able to operate all equipment.
- Reports any defects to machinery, property or process to the Public Works Manager promptly. Ensures vehicles and machinery are kept in a safe, neat and tidy order. Arranges for all repairs to be completed and ordering parts as required.
- Keeps up to date records of purchases, equipment repairs, and parts inventory.
- Oversees employee training requirements as directed by the Public Works Manager.
- Makes recommendations to the Public Works Manager on the hiring/dismissal of Public Works Employees.
- Provides input and assists the Public Works Manager in the preparation of short and long-range planning, replacement scheduling, maintenance projects, and preparation of the annual budget.
- Provides the Public Works Manager with reports as requested both handwritten and in electronic format.
- Patrols all roads, landfills, parking lots and other public works areas, and records patrol findings.
- Operates road machinery and performs all work as needed to complete scheduled public works programs.
- Operates and assists in the general operation of the landfill ensuring compliance with all rules, regulations and programs.
- Ensures staff work within the Cemeteries Act and Township by-laws when working in the cemeteries.

## **Hours of Work**

The hours of work are:

May through October: 6:00 a.m. – 4:30 p.m. Monday to Thursday.

November through April: 6:00 a.m. – 2:30 p.m. Monday to Friday.

A half hour (1/2) unpaid lunch and two fifteen (15) minute paid breaks (1 morning and 1 afternoon) are provided.

Weekend and after-hours work may be required.

## **Working Conditions**

- Operates equipment and undertakes construction and maintenance projects in extreme weather conditions.
- Performs office duties as required.
- Heavy physical demands related to manual labour in construction and maintenance projects.
- Regular exposure to dirt, oil, grease, weather conditions and hazards related the position.
- Works shift work as required.
- Works on-call for emergency situations as required.
- Performs patrols as required.
- Works weekends particularly in the winter snowplowing season, as required.

## **Education**

- Grade 12 High School diploma.
- Certified Road Supervisor Certification preferred, or willingness to obtain, in accordance with the Association of Ontario Road Superintendents Certification Program.
- Valid Class DZ license, AZ preferred, with clean driver's abstract.
- Basic computer knowledge, including spreadsheets, word processing, email and internet capabilities.

## **Experience**

- The incumbent must have a minimum of five (5) years previous experience with heavy equipment operation, road construction/maintenance, with one (1) year of experience in a Supervisory position.

## **Knowledge and Skill**

- The incumbent must have experience, or good working knowledge and understanding of road maintenance and construction practices, bridge and culvert maintenance, drainage, landfill and septage operations and practices, equipment and building maintenance.
- Good understanding of all policy, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of equipment, all aspects of public works maintenance/construction and landfills. Knowledge of cemeteries would be considered an asset.

- The incumbent must have strong supervisory and people management skills, the ability to work within a team environment, and possess strong motivational skills.

**Impact of Error**

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.