

**The Corporation of the Municipality of Whitestone is accepting applications for a
Working Road Superintendent**

The Municipality of Whitestone is located in the heart of the Parry Sound District, nestled amongst many beautiful, breath-taking inland lakes. The Municipality covers a large and diverse geographical area, which is primarily residential with a large seasonal cottage component.

Reporting to the Chief Administrative Officer, this full-time position will be responsible for the following:

- Coordinates staff, equipment, materials and tasks to accomplish winter and summer operations on a day-to-day basis;
- Manages all activities in terms of Minimum Maintenance Standards, Standard Operating procedures and Municipal Policies;
- Assess pending weather condition and expected precipitation and plans for appropriate winter control operations with respect to staff, equipment and hours of work available;
- In consultation with CAO-Clerk, participates in training of staff, hiring, discipline and dismissal;
- Promotes and manages a safety first working environment and ensures that all OH&S requirements are adhered to;
- Addresses customer requests for service considering health, safety, service levels, liability and cost issues;
- Coordinates, oversees and manages work of external contractors;
- Inspects roadways for proper signage, guardrails, proper drainage and finds solutions to deficiencies;
- Reviews road conditions and documents any deficiencies, makes recommendations for road improvements beyond the scope of maintenance needs;
- Producing tender documents, budgeting and policy development with broad based computer and information technology skills;
- Prepare and work within the framework of an annual budget and 5 year road plan;
- Operational and maintenance of various heavy construction equipment, including tandem trucks, grader, backhoe, loader.

Skills/Educational Required:

- Minimum secondary school diploma with some post-secondary education such as roads/construction discipline, Certified Road Supervisor, etc.;
- Five to ten years of practical experience within a roads maintenance/construction environment including winter control experience;
- Specific knowledge in producing tender documents, budgeting and policy development with broad based computer and information technology skills such as Municipal Data Works;
- Working knowledge of Microsoft Office suite of products (Word, Excel);
- Sound working knowledge of the Occupational Health & Safety Act and WHMIS;

- Ability to exercise good judgment and tact when dealing with the staff and Public;
- Strong interpersonal, written and oral communication skills;
- Demonstrated customer service skills at a level to develop and to maintain cooperative working relations both within and outside of the organization;
- Proven skills in personnel supervision, leadership team building and problem solving;
- Operational skills and understanding of heavy equipment;
- Possession of a Certificate of a Registered Playground Practitioner to inspect public playground structures, Trained under Section 1(1) of Ontario Drinking-Water Systems Regulations (O.Reg. 170/03) and previous facilities management experience would be an asset (not required);
- possession of a valid Ontario Class A-Z driver's licence.

Salary Range: \$63,544 - \$71,510 plus benefits

Applicants must be prepared for skills testing.

The successful applicant shall be available for weekend and evening on call subject to weather conditions and service level requirements.

To pursue this opportunity please forward your resume including four (4) references by **4:00 p.m. on August 8, quoting Job #2013-1** to:

Municipality of Whitestone
CAO-Clerk Liliane Nolan
21 Church Street, Dunchurch, ON P0A 1G0
Or email to clerk.administrator@whitestone.ca

We appreciate the interest of all applicants however, only those selected for interview will be contacted.