



City of Stratford

Supervisor of Public Works

Job Posting: 54-2021

Date Posted: Thursday September 30, 2021

Annual Salary: \$82,848 – \$96,920

Closing: Friday October 15, 2021

Department/Division: Infrastructure & Development Services/Public Works

Duties:

- Reporting to the Manager of Public Works, the Supervisor of Public Works is responsible for the effective and efficient supervision of all activities and staff of the Public Works Department including roads, landfill, repair and upkeep of all related physical municipal assets.
- Plan and supervise the day-to-day maintenance work and operations including staffing, performance management, labour relations, work assignments, inspections, inventory and asset management, project management and all health and safety related activities.
- Supervise the daily work distribution, quality inspections process and work-site monitoring completed by staff and/or contractors including any health and safety, complaint or grievance issues arising as a result and respond to emergency repairs and projects as necessary.
- Inspect, assess, recommend, schedule and plan for current and future preventative maintenance requirements for roads, sewers, landfill, fleet and sidewalks including major capital expenditure projects.
- Address all internal and external stakeholder service issues and inquiries including those from the public, police and contractors and, where appropriate, work in conjunction with Engineering Services to provide information and services.
- Manage the day-to-day departmental administrative functions including data, records management, invoicing, tender management, budget monitoring, reporting and payroll activities.

- Comply with all workplace Health and Safety Policies and Procedures including but not limited to: attend and participate in all H&S training and education activities; identify and report all H&S risks, accidents, incidents, injuries and damage and ensure all activities are carried out in a safe manner including the proper use of all assigned personal protective equipment.
- Perform other related duties as assigned.

Qualifications:

- Community College Diploma (3 year) in Civil Engineering.
- Minimum 1-3 years related professional experience.
- Extensive Knowledge of OHSA, MOE and HTA regulations, Municipal Act - minimum standards for work-site layout.
- Certification in Handling and Disposal of Hazardous Waste, Working in a Confined space.
- Specialized Equipment/Machinery Training, Salt Management Best Practices, DZ licence, First Aid/CPR.
- Excellent written and oral comprehension and expression.
- Problem Sensitivity/Resolution

To apply for this position:

Submit a resume, clearly outlining your qualifications and experience, quoting the job posting number in the subject line to hr@stratford.ca. Please do not submit duplicates. Attachments should be in PDF format. Applications will be received until Friday October 15, 2021 at 4:30 pm.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 336.

Human Resources Department

City Hall, P.O. Box 818
Stratford, ON N5A 6W1

hr@stratford.ca

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www.stratford.ca