



JOB DESCRIPTION

Job Title:	Supervisor, Field Operations		
Job Number:	1229 – 9hr 1228 – 8.5hr	Jurisdiction:	CUPE Local 21
Division:	Citizen Services		
Department:	Roadways & Transportation		

NATURE OF WORK:

This position is responsible for leadership and management of a work unit responsible for providing city-wide operational, preservation and maintenance programs and services related to roadways and traffic. The position provides operational analysis and expertise to the roadway and transportation departments. The position typically reports to a Manager.

DUTIES AND RESPONSIBILITIES:

Research, evaluate and provide expertise in regard to the application of operational best practices within related industries. Operational best practices comprise of field equipment selection, suitability and allocation; field construction/maintenance practises, sequencing and practicality limitations; field/historical performance of traditional/local maintenance treatments and materials; manpower and equipment allocation; in-house manufacturing/modification to traffic infrastructure; field/operational considerations for new materials/equipment; equipment training priorities; etc.

Organize and supervise work unit(s) and contractors engaged in the performance of tasks relating to the operation; preservation; maintenance; and management of streets, roads, sidewalks, alleys and traffic/parking related infrastructure and projects.

Plan, direct, manage, evaluate and enhance the work activities, resources, quality and performance of the work unit(s), programs and services.

Manage capital projects and operating programs and budgets, including contract administration.

Identify, recommend and implement changes and improvements to operational, preservation and maintenance plans, programs, procedures, materials, equipment, staffing, contractor operations and work schedules.

Maintain, analyze and interpret operational, technical and financial data and statistics for evaluating performance with respect to quality, productivity, efficiency, effectiveness and safety.

Facilitate the resolution of Labour Relations issues in accordance with the Collective Agreements and approved policies and practises including corrective discipline.

Recruit staff and provide effective performance management.

Provide management and quality assurance to ensure work is carried out efficiently, effectively, safely and in accordance with legislation and recognized policies, practises and standards.

Approve requisitions, expenditures and other transactions within the limits of established authority.

Provide material and equipment specifications; evaluates and recommends for procurements.

Review, evaluate and provide operational recommendations on engineering designs and branch programs and initiatives.

Interpret and communicate specifications, blueprints, diagrams and work orders to subordinates and contractors and ensure that work is performed in accordance with prescribed procedures and methods.

Conduct investigations and prepare reports, presentations and public responses to address concerns and inquiries from both internal and external customers and carries out effective public relations and communication with a strong customer service orientation.

Confer and negotiate with owners, corporate managers and senior engineers of underground utilities such as gas, power, and telephone companies as required to facilitate operational, maintenance or construction work.

Establish, co-ordinate and adjust work schedules and programs to meet required deadlines, targets, goals and objectives.

Ensure the integrity and accuracy of time, production, and reports submitted by employees.

Assist Management with the preparation, monitoring and control of capital, revenue and operating budgets.

Lead and mentor subordinates in dealing with human resource issues, maintaining data/inventories, allocating manpower, equipment and materials, and other duties of the subordinates.

Assure all operations and outcomes, including contracted services, are safe, respectful, and in accordance with City policies and procedures, Occupational Health and Safety Rules and Regulations and other legislation.

Identify and resolve risk management issues related to operations, infrastructure resources, programs, schedules and services.

Perform related work as required.

QUALIFICATIONS:

Knowledge, Abilities And Skills:

Must have demonstrated supervisory, leadership, and project management abilities to plan and organize operational programs, projects and resources.

Advanced oral and written communication skills.

Knowledge of supervisory and leadership principles and effective practices.

Knowledge of roadways and traffic infrastructure planning, design, materials and technologies.

Advanced knowledge of roadway and traffic infrastructure construction, preservation and operations.

Demonstrated ability to make technical, financial and statistical computations, compilations, estimates, analysis and evaluations.

Demonstrated ability to interpret and assure pertinent specifications, regulations, bylaws and policies.

Demonstrated ability to set up efficient, effective and safe work programs, processes, plans, and schedules.

Demonstrated ability to prevent and resolve conflict and build relationships.

Demonstrated ability to resolve labour relations issues and interpret local union agreements as required to effectively and efficiently provide management of the work unit(s).

Advanced computer skills to prepare operational, technical and business computations, drawings, plans, reports and presentations.

Skills to manage, budget, and evaluate the progress and quality of projects, programs, contracts and operations.

Skilled in listening, understanding and responding to difficult people and situations in an acceptable, sensitive and respectful manner.

Knowledge of construction contracts, specifications, inspection and legal implications of inspection work.

Demonstrated ability to interpret, understand and manage work in accordance with the general rules and regulations of the Provincial Occupational Health and Safety Act and expectations of City of Regina's policies, standards, practices and guidelines.

Demonstrated ability to create and maintain a safe, respectful and innovative work environment.

Demonstrated ability to facilitate meetings and build consensus.

EDUCATION AND EXPERIENCE:

The knowledge, abilities and skills are obtained through a minimum of eight years of experience in a related industry, with a minimum of 5 years supervisory experience. Typically, the successful completion of a minimum of four relevant post secondary educational courses (i.e. engineering, mathematical, computer, business or administrative) (Grade 12 courses involving Algebra, Trigonometry, Calculus, Statistics, Chemistry, Computers, Accounting or Physics will be considered as equivalent to post secondary educational courses).

WORKING/OTHER CONDITIONS:

Candidates must possess or be willing to complete a recognized supervisory development program (i.e. Alberta Chapter – Canadian Public Works Association Level III).

Must possess a valid Class 5 driver's licence with the ability to obtain a 1A licence or other training qualifications and certifications as deemed necessary for the position by management.

Must be comfortable working in environment where sewage is present

Must be willing to be on call, perform overtime and work shift and/or irregular hours.

Respond to call-outs and emergencies as required.

Criminal Record Check is required in the Traffic Control & Parking Branch.

Candidates must participate in training and be willing and able to complete recognized certification programs and courses to perform the work and maintain status.

Must be able and willing to perform work of a physical nature in all field environments and inclement conditions.

May be required to work from variable bases of operation.

