



Position:	Supervisor, Road Maintenance
Department:	Public Works
Reports to:	Manager of Operations
Position type:	Full Time, Permanent
Work location:	Public Works Building – Millarville

Position Overview

This position is responsible for the safe, efficient, and daily coordination of the spray patching program. Organization of the annual line painting and street sweeping programs and assisting in developing and assessing surfacing and patching programs. Snow and ice control on assigned County roads. This position is also responsible for Foothills West building maintenance and County grader facilities maintenance and coordination with other supervisors.

Key Duties and Responsibilities

- Maintain and develop road maintenance plans and programs including identifying necessary treatments and timelines based on weather, budgets and other factors.
- Respond to environmental weather emergency situations any time when required and perform safety responsibilities in conjunction with the County Safety Program.
- Responsible for contract management which includes assistance in preparation of reports, providing specification for tender documents and budget data.
- Coordinate identified equipment repairs with fleet services.
- Coordinate identified facilities repairs at Foothills West Shop and Grader facilities within the County including coordinating contractors and procurement.
- Participate in the Emergency On-call program.
- Responsible for direct supervision of designated crews and administration with hiring, orientation, training, annual performance evaluations and discipline with support from Human Resources when required.
- Responsible for timely completion of employee annual performance evaluation of direct reports.
- Complete competency evaluations on designated equipment operators.
- Provide support and assistance to the Manager of Operations with the:
 - Review of contract work of independent service providers, including consultant engineers and construction contractors.
 - Development of specifications and bid documents for a variety of public works operations, road maintenance projects, related design and construction.
 - Review of engineering drawings for all operation department construction work and ensures compliance.

- Provide recommendation and reports regarding the construction and maintenance of the County roads and infrastructure, staffing requirement and other technical duties.
- Contribute to the development of Asset Management Plans for road infrastructure assets including roads, signage and culverts through data collection, condition evaluation and lifecycle analysis while supporting long-term forecasting and planning for operations and departmental shifts.
- Ensure conformance to Department of Transportation and Department of Environment policies and regulations.
- Maintain digital file records of a variety of written reports and records, including personnel records, periodic progress reports, accident reports, utility location maps, maintenance request and requisitions for department activities.
- Always adhere to all pertinent safety laws, legislation, policies and operating procedures.
- Attend various operational/safety meetings when required.
- Coverage and cross division coordination with other departments, supervisors and crews when required.
- May be required to present information in Council meetings.
- Perform other duties as assigned from time to time.

Qualifications, Education and Experience

- Completion of Grade 12 or GED and/or 5 years of related experience with 3 years of progressive supervisory experience.
- Valid Class 5 Alberta driver's license.
- Very knowledgeable in the safe operation and maintenance of commercial vehicles and all construction equipment.
- Strong computer and technical skills.
- Excellent written and oral communication skills.
- Must have a clear understanding of road construction and annual road maintenance programs.
- Excellent interpersonal and problem-solving skills with the ability to demonstrate initiative, build positive relationships and strong partnerships with team members.

The following are considered *assets* to be successful in this position.

- Class 1 or 3 driver's license.
- First Aid/ CPR.

Working Conditions and Physical Demands

- The ability to commit to long working days during extreme weather events that may last for multiple days.
- The ability to climb in and out of the cab of equipment repeatedly throughout the day.
- The ability to work outdoors in a variety of weather conditions.
- Walking and standing for long periods of time.
- Some heavy lifting may be required.