

Why work for the Town of Canmore? For starters, you can take great pride in our collaborative organization, its positive work culture and our amazing group of talented people. Our staff genuinely care about our community and accomplish outstanding work each and every day for its citizens. The Streets & Roads Supervisor has the opportunity to positively impact our community by leading and managing the team responsible for the safe and quality upkeep of our streets and roads.



Position Overview: Reporting to the Manager of Public Works, the streets & roads Supervisor will be responsible for the overall planning, budgeting, management and leadership of the streets and roads team. Some of the work you will be directing includes street sweeping operations, snow and ice control, line and message painting, maintenance of the town's fleet, sidewalk and pavement repairs, signage, and overland drainage maintenance. You will maintain strong relationships with various external stakeholders, as well as provide support to other Town departments and special events.

Attributes: The perfect candidate for this job is an experienced leader with a collaborative work style. At the Town of Canmore, we are committed to hiring first for attitude and secondly for skill, which means that you'll need to demonstrate a proven track record of working positively and collaboratively with others. To be successful in this role, you will need to have excellent communication skills, and the proven ability to lead, train, and mentor a team of staff. As you will be completing a wide variety of administrative tasks, we require someone with advanced computer skills and the ability to learn new programs quickly. Our organization takes safety seriously, and we require all of our employees to use the standard industry practices to keep everyone safe on the job. To that end, we're seeking an individual with a strong background in health & safety management systems and ability to nurture a strong health and safety culture.

Closing Date for Applications: This posting will remain open until **Friday, August 31, 2018.**

How to Apply: Please apply online at our website at www.canmore.ca. For best results, combine your cover letter and resume into a single document (PDF or Word) to upload. To help us learn more about you, in your cover letter please clearly detail the following:

1. Why do you want to be a Streets & Roads Supervisor for the Town of Canmore? Why Canmore?
2. What are your interpersonal and leadership skills that would make you a great addition to our team?
3. What related technical Streets & Roads experience do you possess that would make you a good fit for this role?

Prior to receiving an offer of employment, the successful candidate will be required to submit copies of all required certifications and documentation, including driver's abstract and vulnerable sector criminal records check. The Town of Canmore wishes to express our appreciation to all applicants for their interest and effort in applying for this position. However, only those candidates selected for interviews will be contacted.

General Accountabilities

The Supervisor of Streets & Roads is responsible for sustaining the Town's infrastructure by managing the maintenance of road operations, fleet services, and coordinating capital works programs. The Supervisor will be responsible for establishing an effective budget, and effectively leading the Streets & Roads team within the approved budgets and in conjunction with current personnel policies and Council direction.

Specific Accountabilities

Job Knowledge

- Develop, implement and administer effective maintenance programs ensuring good industry practice for all Streets & Roads business areas (road surface maintenance, equipment operations, snow removal, street sweeping, fleet maintenance) ensuring environmental sensitivity, asset longevity and public safety.
- Prepare, implement and track the annual Streets & Roads department operation and capital budget.
- Respond to public questions in a courteous and timely manner.
- Prepare reports and documents for the Manager of Public Works and senior administration.
- Deliver presentations to senior administration, Council and various committees / groups regarding Streets & Roads operations and Town sponsored activities.
- Review and update all Streets & Roads documents (Annual Report / Business Plan / Road Use Bylaws / Strategic Plans / Environmental Sustainable Action Plan / Benchmarking / Vehicle Replacement Policy) and present reports and amendments to Council when required.
- Prepare contract documents and project cost estimates as per the corporate purchasing policy.
- Coordinate and implement Road Maintenance and Fleet Services related capital projects.
- Ensure all Streets & Roads assets including vehicles and equipment are regularly inspected for safety and inspections are documented.
- Assist Planning & Development, Engineering Services and Arts & Events with developing, reviewing and implementing Streets & Roads related services.
- Facilitate, administer or implement Streets & Roads related programs and plans (i.e. ESAP).
- Oversee the application and monitoring for grant funding that may benefit the Streets & Roads operations.

Customer Service

- Promote a positive, professional image of the Town of Canmore at all times while providing consistent high-quality customer service to all internal and external clients
- Respond to inquiries from members of the business community and general public in a timely, professional manner

Teamwork

- Provide support to other Town departments with Public Work's initiatives and activities
- Behave in alignment with Town of Canmore values and workplace policies; identify when things are out of alignment and acts as an agent for positive change
- Take a proactive, consultative approach in working on interdepartmental initiatives. Ensure the right people are at the table at the right time when making decisions

Leadership & Supervisory

- Provide leadership and oversight to the staff to complete tasks related to the Streets & Roads business areas.
- Maintain a high personal and professional standard of confidentiality of all client and town information
- Demonstrate a willingness and commitment to learning over time for improved service delivery and organizational effectiveness
- Intentionally and purposely develop self and others
- Plan, assign, supervise and evaluate the work of staff and contract employees providing direction, supervision, orientation, training, recognition, and evaluation
- Oversee training and scheduling ensuring all personnel administration is accurate and current.
- Actively participate in Public Works service area meetings and provide coverage and assistance when required.

Communication

- Consistently demonstrates positive, effective communication skills and interactions
- Communicates respectfully and tactfully with clients and co-workers and proactively share pertinent information with the team
- Listen and seek to understand concerns and issues for the most successful and appropriate resolution

Innovation

- Identifies where improvements can be made and works to improve processes and services
- Is willing to implement alternative solutions to what is commonly done
- Uses a flexible approach and creativity to work effectively in a variety of situations and adapt to new ways of doing things

Health and Safety

- Contribute to the success of the Town of Canmore Health & Safety Management System by providing a safe working environment and injury free workplace for all employees in compliance with all pertinent legislation and the Alberta Occupational Health and Safety Act, Regulation and Code
- Understand and carry out the Supervisor responsibilities as outlined in the Town of Canmore Health & Safety Directive
- Ensure staff are actively participating and achieving goals related to health and safety

- Orientate and train all Streets & Roads employees on applicable Standard Operating Procedures, Hazard IDs and other related H&S practices.

Education & Certification

- Relevant trade qualifications or a post-secondary education in related field such as; civil engineering, health & safety - *asset*
- Valid Alberta Class 5 Driver's License – *minimum*

Abilities & Experience

- Minimum of 5 years related experience managing unionized staff - *required*
- Strong knowledge of road maintenance including snow removal, street sweeping, and fleet services. – *asset*
- Demonstrated success managing conflict and performance issues - *required*
- Intermediate computer skills including knowledge of Microsoft Office Suite - *required*
- Strong verbal and written communication skills
- Recognized Health and Safety Systems Training
- Aware of new industry technologies and opportunities to improve operational efficiencies and/or reduce impact on the environment
- Experience operating Streets & Roads related equipment

Interpersonal Qualities

- Embodies the Core Values of Town of Canmore: Wellness, Respect , Integrity, Service, Teamwork
- Confident, personable and approachable nature
- Is comfortable addressing and resolving conflict situations with a focus on education and long term compliance rather than enforcement
- Perceives what needs to be done and takes initiative to create accomplishment
- Well-developed conceptual and problem solving skills with the ability to exercise sound judgment
- Exercises discretion and judgment in handling sensitive information
- Strategic thinking with the ability to connect organizational needs to operational ones