

Woolwich Township Job Posting



Date: May 7, 2025
Position: Operations Project Supervisor (non-union)
Positions Available: One (1) permanent Full Time

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services – Public Works currently has an exciting new opportunity and is seeking one (1) permanent full-time Operations Project Supervisor.

Purpose of position and profile:

Reporting to the Manager of Operations, you will ensure compliance to the Minimum Maintenance Standards for Municipal Highways O. Reg 239/02 by building a digital based patrol program and subsequently performing the required patrols of the road network. This role will also be involved in fleet management, procure, and oversee contracted services for Public Works maintenance activities.

Responsibilities:

- Procure and coordinate contracted services for maintenance works relating to roadways, traffic operations, water distribution and wastewater collection systems
- Oversee, inspect, and approve maintenance work contracts in accordance with Township standards, including invoicing and payment certificates
- Provide technical guidance to contractors, consultants, and staff regarding various roads, water and wastewater system maintenance activities
- Participate in the development of maintenance work schedules and programs; perform field and method studies and research to determine the most efficient and effective methods for performing maintenance activities
- Road Patrol of all town roads and streets in accordance with frequency defined by the Minimum Maintenance Standards, including summer and winter road patrols and afterhours emergency response, and adding Service Requests and deficiencies in Citywide
- Act as Supervisor to provide coverage for vacations, other time off requirements, and calling in operators to address after-hours maintenance needs
- Prepare Council Reports, provide professional advice and guidance to staff, customers, other departments, agencies, Senior Management, Council and external stakeholders
- Ensure all Public Works equipment, property and materials pertaining to roads and services are maintained and operated in a safe and efficient manner
- Evaluate service levels, identify capital related operational improvements and efficiencies
- Other duties as assigned

Education, Skills and Qualifications:

- C.E.T. or C. Tech Designation with O.A.C.E.T.T.
- Certified Roads Supervisor through O.G.R.A.
- Three-five (3-5) years experience in the maintenance of highways, municipal environment preferred

- MECP License for Water Distribution and Wastewater Collection, an asset
- Technical knowledge of roadway maintenance, winter control operations, roadside signage and markings, traffic safety (Ontario Traffic Manual), street lighting, forestry (brushing, tree planting and maintenance), sidewalks, bridges, culverts, storm sewers, roadside ditches, drainage and stormwater management
- Knowledge of applicable Occupational Health and Safety legislation
- Demonstrated experience working with staff in a unionized environment
- Proficient with Microsoft Office, GIS, Dayforce, and CityWide software
- Proficient understanding of the Minimum Maintenance Standards to meet legislative requirements for roadway maintenance
- Exhibits strong written and oral communication, customer service, interpersonal, organizational, and conflict-resolution skills
- Demonstrated experience in project management, report writing, budgeting and procurement, municipal environment preferred
- Demonstrated ability to work with minimal supervision, in a fast-paced team environment with continually changing priorities, while meeting project objectives, tight deadlines, and maintaining budget
- Valid DZ License and a good driving record, or a willingness to obtain a Class D with Z endorsement Driver's License within 6 months of start date

This position offers a comprehensive benefit package and an annual salary range of \$90,501 to \$113,127.

Hours of Work and Working Conditions:

Normal hours of work are 40 hours per week, generally Monday to Friday day shift with flexibility for working evenings, weekends and holidays, as required. During Winter Operations season (November-March), ability to take part in an on-call and roads patrol rotation is mandatory. Hours of work will be irregular, including early morning, evening, and weekend call-ins as per seasonal weather issues and emergency situations.

Work will be a combination of in an office environment and outdoor settings, in all weather conditions, with potential exposure to typical traffic and construction hazards. Must be physically fit and able to stand for long periods of time.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Wednesday, May 21st, 2025. Please quote job posting 2025-31.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.