



POSITION VACANCY

Call Number:	2021 - 57
Position:	Operations Associate Manager
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday, 8:00am to 4:00 pm Included will be Emergency Call Out (70 hours bi-weekly)
2021 Salary Range:	\$89,353 to \$111,691
Date Posted:	October 7, 2021
Closing Date:	October 22, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, October 22, 2021**.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Municipal Works

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Operations Associate Manager

POSITION SUMMARY: Responsible for preparation, administration and management of City Maintenance contracts. Provides technical support for Municipal Works including assisting Construction Services, Roadways and Engineering.

DIVISION: Operations

RESPONSIBLE TO: Manager of Municipal Roadways/Parks

SUPERVISES: Construction Supervisor (1), Roadways Supervisors (5)
Field Technician (Co-op Student)

RESPONSIBLE FOR:

1. Prepare contracts, ensure cost estimates, specifications drawings and tender documents for various Construction/Roadways maintenance contracts such as but not limited to crack sealing, asphalt/concrete/sod restoration, winter snow removal equipment, rental equipment, street lighting, asphalt patching, street sweeping, ditching and sidewalk replacement. Administer and manage contracts from initiation through to completion.
2. Certify payments to contractors and suppliers, and monitor project expenditures to ensure completion of multiple projects within budget allocation, negotiate changes to contracts when required. Evaluate contractor's performance. This includes completing various funding opportunities.
3. Provide direct front line supervision and is responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.
4. Assess/Analysis inspection data from the Road Patroller and Sidewalk Inspector(s) to prioritise deficiency repairs to mitigate risk and liability to the City.
5. Administer in-house projects and coordinate applicable city staff and resources.
6. Review reports drawings, contract drawings and specifications

to ensure compliance with City requirements, policies, procedures and maintenance standards.

7. Participates in the development of new policies and procedures or review existing policies or procedures relating to roadway operations and maintenance levels of service as required.
5. Participates as a member of the Roadways Management Team to continuously improve efficiency, effectiveness and employee relations within the section.
7. Responds to public requests, inquiries and complaints regarding Roadway Services operations.
8. Conduct regularly scheduled field inspections in compliance with Provincial standards. Monitor, record, and report on relevant roadway conditions to generate work orders for correction of noted deficiencies.
9. Investigate insurance claims for damages on maintenance Projects, trips, falls, etc. and report findings.
10. Develop and monitor levels of service for roadway operations and maintenance and measure key performance indicators and budget for the same.

POSITION REQUIREMENTS:

Minimum is three (3) year college diploma in Civil Engineering Technology or related field.

Certified Engineering Technologist (C.E.T.) or Certified Engineering Technician (C.Tech) with equivalent experience.

Minimum three (3) year of experience in the area of design, field inspection, construction procedures and administration.

Supervisory/management experience in a municipal setting is preferred.

Valid class "G" driver's license.

Certified member of AORS preferred

Intermediate skills with computer applications.

Knowledge of related Provincial legislation, regulations and requirements.