



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 80
Position:	Construction Services Supervisor
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35-hour work week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage Range:	\$87,358 to \$109,198 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	October 18, 2024
Closing Date:	November 8, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on November 8, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. 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.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

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:	Construction Services Supervisor (Engineering)
POSITION SUMMARY	Responsible for the preparation, administration and management of City Capital Works and the planning, coordinating and monitoring the activities in the Construction Services section in Engineering.
DIVISION / DEPARTMENT:	Municipal Works / Engineering
RESPONSIBLE TO:	Project Manager
SUPERVISES:	Municipal Works Inspector (4), Municipal Works Permit Coordinator and Students.

RESPONSIBLE FOR:

1. Prepare contract quantities, cost estimates, specifications, drawings and tender documents for various City Capital Works such as but not limited to road reconstruction, asphalt overlay, resurfacing and rehabilitation, surface treatment and sidewalk replacement. Administer and manage projects from initiation through to completion.
2. Certify payments to contractors, consultants 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.
3. Prepare the Capital Budgets for all projects as well as the operating budget for the Construction section in Engineering.
4. Provide direct front line supervision and is responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.
5. Review reports, designs, contract drawings and specifications to ensure compliance with City requirements, policies, procedures and engineering design standards.
6. Prepare applications for Ministry of Environment certificates of approval, Ministry of Transportation approvals of contract drawings and tender awards, and Ministry of Labour approval.
7. Participate in the development of new policies and procedures or changes to existing policies or procedures relating to tendering and construction.
8. Schedule tender calls, evaluate tenders, recommend tender awards and author reports to City Council.
9. Liaise and coordinate projects with the public, other City departments, government agencies and stakeholders.
10. Ensure compliance with provisions of the Occupational Health and Safety Act, Employment Standards Act and the Construction Lien Act.
11. Investigate insurance claims for damages on construction projects and report findings.

12. Provide engineering design and construction advice and recommendations to other City departments.
13. Resolve disputes, conflicts and other matters arising from work associated with road occupancy and site alteration permits and by-laws.

POSITION REQUIREMENTS:

- Minimum is a three (3) college diploma in Engineering Technologist diploma or equivalent.
- Valid class "G" driver's license.
- Minimum three (3) year of experience in the area of design, field inspection, construction procedures and administration.
- Certified member of OACETT preferred.
- Knowledge of related Provincial legislation, regulations and requirements.
- Intermediate skills with computer applications.