



Employment Opportunity

Position:	Interim Environmental & Transportation Superintendent
Division:	Planning & Development
Commencing:	June 26, 2023
Ending:	August 11, 2023
Shift:	Variable; Days; Evenings
Annual Salary:	\$85,904.00 – \$103,667.20
Deadline:	June 9, 2023 @ 11:59 AM, Central

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca (one (1) PDF file preferred) with the subject line: Interim Superintendent.

We are looking for someone to fill a temporary dual-role position for a period of seven (7) weeks. The chosen candidate will be responsible for handling duties from both roles as needed. This is a great opportunity to gain valuable experience in multiple areas. If you're interested in expanding your skill set and enjoy a varied work environment, we encourage you to apply.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Craig Miller, Interim Manager of Operations & Facilities, at (807) 274-9893.



FORTFRANCES

BOUNDLESS

Position Description

Position Title:	Transportation Superintendent
Supervisor:	Manager of Operations & Facilities
Employee Group:	Management/Non-Union

Position Summary

- As part of the Operations & Facilities Division Management Team, the Transportation Superintendent is accountable for efficient administration of financial, material and human resources; as well as for the planning, organizing, scheduling and supervising the complete operation of the following:
 - Municipal Highways- Streets, Lanes, R.O.W.
 - Sidewalks
 - Street Lighting & Traffic Signals
 - Public Works and Parks Equipment & Vehicles
 - Traffic Safety and Control
 - Storm Sewer Systems – Urban and Rural
 - The Stores Area
 - The Public Works Garage
 - Installation of Private crossings & Private works
 - Parks- RV campsite, soccer fields, baseball diamonds, outdoor rinks and green space areas
 - Playground Equipment and Structures
 - Cemeteries
- The workforce under the incumbent's supervision will assist in maintaining and operating the sanitary sewer collection system, the water distribution system, Municipal facilities and the recycle depot and transfer station.
- The Environmental Superintendent will ensure all work completed on the sanitary sewer collection and water distribution system is completed in accordance with applicable regulations and town procedures.
- The labour force in parks will provide assistance to maintain trees and shrubs within the Town's right-of-ways (ROWS).
- The labour force will provide assistance to maintain Municipal Facilities.

- Annual Capital Expenditure \$2,000,000
- Assets: Equipment and Infrastructure \$10,000,000

General Responsibilities:

- Assists in preparing annual operating and capital budgets, long range planning (forecast a 5 year capital plan on a annual basis), and implementing new programs for the most efficient operation of responsibilities.
- Monitors on a regular basis the financial data pertaining to area of responsibility and provides monthly reports to the Manager of Operations and Facilities.
- Although the incumbent may delegate duties to subordinates it will remain the incumbent's responsibility to ensure these duties are carried out as directed and as per Town policy.
- The incumbent will ensure customer complaints are handled as expeditiously as possible and with utmost courtesy at all times by all personnel involved.
- To ensure proper reporting procedures are in place and followed and that records are kept for future reference.
- The incumbent will occasionally be required to work closely with other Superintendents, other Divisional Managers and committees to provide assistance and recommendations for changes which provide for the most efficient and harmonious interaction of the divisional requirements possible.
- Must be able to utilize the computer as a tool in the day-to-day operation such as e-mail, preparing reports, preparing spreadsheets etc.
- In frequent contact with Ministry officials to enquire about annual and special funding programs and to provide information on the progress of funded projects. As grants and subsidy programs are made available, the Transportation Superintendent reviews program information to determine applicability and make recommendation to the Manager for approval and applications.
- Directs the preparation of technical details and studies to support funding requests, insurance claims and other data request and works in conjunction with Treasury staff and the Manager of Operations and Facilities to complete the information requirements of various agencies.
- The Transportation Superintendent is the secretary for the Traffic Safety Committee. Responsible for agendas, minutes and recommendations to the O & F executive committee.
- Ensures all occupational health and safety regulations and training requirements are adhered to for all staff under his/her supervision.
- Supervise repairs, maintenance, excavation, installation and construction of work on roads, ditches, curbs and gutters, culverts, sidewalks, traffic signs, parking lots, crossings and private works.
- Winter operations involve snow clearing and removal from Town properties and Municipal Highways in accordance with applicable regulations and town policies.
- Approves invoices submitted by the storeskeeper and ensures that charges are directed to proper accounts and that amounts paid are in fact correct. Invoices are then passed to the Manager of Operations and Facilities for final approval.
- Directs the Head Mechanic on preventive maintenance and repairs of Public Works equipment and vehicles, after consulting the Manager of Operations and Facilities before major repairs are carried out.
- Arranges through the Environmental and Facilities Superintendents for technical support.

- The Transportation Superintendent is required to travel to the various work sites to ensure work is proceeding according to plan and as directed.
- Verifies that all safety standards and practices are followed at all times.
- Provides input into the preparation of by-laws as required.
- As maintenance jobs or activities are completed the incumbent will supply data to the Engineering area for up-dating the master record drawings, GIS and Asset Management systems.
- Rarely the incumbent meets with sales representatives to discuss product quality and arranges to test new products and material. On an ongoing basis the Transportation Superintendent analyzes variations between estimated and actual hours and material to improve planning and scheduling jobs and set new schedules.
- Schedules and conducts monthly safety meetings with crew members to ensure that all applicable legislation, regulations, rules, policies, procedures and industry standards are understood and followed.
- Incumbent assumes additional duties as required during the absence of the Manager of Operations & Facilities or Environmental Superintendent and as assigned.
- Directs the Parks Utility Mechanic during summer months on preventive maintenance and repairs of Parks equipment and vehicles, after consulting the Manager of Operations and Facilities before major repairs are carried out.

Qualifications:

- Ontario Secondary School Diploma (or equivalent).
- 3-year college diploma in Civil Engineering or a related field or an equivalent combination of relevant education and work experience.
- 6 to 8 years of experience related to maintenance, management, and supervision.
- Preference will be given to individuals with superior communications skills.
- Valid Ontario Driver's License (minimum Class G2).

Effort:

- Review of data to estimate job requirements based on multiple considerations and preparation of timetables integrating various jobs require continuous concentration for prolonged to extreme periods. Attention spans are continually interrupted for short durations due to public and staff inquiries.
- Physical demands are related to combine muscular and sensory strain for long to extended periods of time.

Working Conditions

- The incumbent is required to work an eight-hour day during regular business hours with minimum requirement for out of town travel. The incumbent is required to be available for emergency call-out, and is compensated for stand-by duty.
- Additional hours average up to 15% in excess of the regular workday, which relates to pre-shift organization time.
- The incumbent spends 50% of the average workday indoors in semi-private office surroundings. The balance of the day is spent in travel to and inspection of worksites with infrequent exposure to disagreeable climatic conditions for long to extended period.

- The incumbent is frequently exposed to risk from moving machinery and equipment for moderate periods while inspecting worksites.



Position Description

Position Title:	Environmental Superintendent
Supervisor:	Manager of Operations & Facilities
Employee Group:	Management/Non-Union

Position Summary:

- As part of the Operation and Facilities Division Management Team, the Environmental & Facilities Superintendent is accountable for efficient administration of financial, material, and human resources; as well as for the planning, organizing, scheduling, supervising the complete operation of the following:
 - Water Pollution Control Plant (Sewage Treatment Plant) – Class 3
 - Sanitary Sewer Collection System – Class 2
 - Water Treatment Plant – Class 4
 - Water Distribution System – Class 1
 - Waste Management System (Landfill Site, Garbage Collection & Recycling)
 - Engineering Area – CCTV inspections, locates and record drawings
 - Facilities and Building Maintenance

Direction Received:

- The incumbent routinely will be required to carry out the duties and responsibilities of the position without close supervision and in co-operation with other divisional personnel.
- The Environmental & Facilities Superintendent follows administrative and operational policies established by Council and in accordance with all provincial statutes and regulations.
- As required, the incumbent confers with the Manager of Operations and Facilities.
- The Manager of Operations & Facilities Division monitors work and performance through regular activity reports and utilization of resources.

Direction of Others:

- Reporting directly to the Environmental & Facilities Superintendent is a unionized workforce of full-time and part-time employees.
 - 1 Senior Water Treatment Plant Operator
 - 2 Water Treatment Plant Operators
 - 2 Engineering Staff members – Survey Technician & Engineering Technologist
 - Four Private Contractors -Water Pollution Control Plant, Landfill Site and Garbage – Recycling Collection and Recycling Processing Contractors.
- The incumbent prepares daily work schedules and establishes reporting procedures for subordinate staff. The incumbent recommends approval for paid and unpaid leave, change of status, rate changes and scheduling of overtime shifts.
- Authorizes payroll submissions, shift work and vacation schedules
- The Environmental & Facilities Superintendent provides training, training opportunities and instruction to employees on work procedures and safety.
- May discipline employees or recommend suspension following consultation with Manager of Operations & Facilities Division.
- Administers provisions of the Collective Agreement governing unionized employees.
- Ensure all occupation health and safety regulations and training requirements are met for all subordinate staff.

Revenue, Asset and Expenditure Scope:

- | | |
|-----------------------------------|-----------------------|
| ▪ Annual Operating Budget | \$2,000,000 |
| ▪ Annual Capital Expenditure | \$500,000 – 1,500,000 |
| ▪ Assets: Equipment and Buildings | \$10,000,000 + |

General Responsibilities:

- Organizes and supervises day-to-day operations that involve the Water Treatment Plant, Facility and Building Maintenance, Waste Management system, and the Water Pollution Control Plant within Town policies and in accordance with all applicable provincial regulations and statutes.
- Assists in preparing annual operating and capital budgets, long-range planning (forecast a 5 year capital plan on an annual basis) and implementing new programs for the most efficient operation of responsibilities.
- Monitors on a regular basis the financial data pertaining to area of responsibility and provides monthly reports to the Manager of Operations & Facilities.
- Although the incumbent may delegate duties to subordinates it will remain the incumbent's responsibility to ensure these duties are carried out as directed and as per town policy.
- The incumbent will ensure customer complaints are handled as expeditiously as possible and with utmost courtesy at all times by personnel involved.
- To ensure proper reporting procedures are in place and followed and that records are kept for future reference.
- The incumbent will occasionally be required to work closely with other Superintendents, Division Managers, and Committees to provide assistance and recommendations which provide for the most efficient and harmonious interaction of the divisional requirements possible.

- Must be able to utilize the computer as a tool in the day-to-day operation such as e-mail, preparing reports, preparing spreadsheets etc.
- The Environmental & Facilities Superintendent is in frequent contact with Ministry officials to enquire about annual and special funding programs and to provide information on the progress of funded projects. As grants and subsidy programs are made available, the Environmental and Facilities Superintendent reviews program information to determine applicability and makes recommendation to the Manager for approval and applications. The incumbent directs preparation of technical details and studies to support funding requests and works in conjunction with Treasury staff and the Manager of Operations and Facilities to complete the information requirements of the funding agencies.
- Supervises day-to-day operations that involve inspections, repair, maintenance, excavation, installation, and construction work on the sanitary sewer collection system and the water distribution system.
- Delegates qualified personnel to perform inspections on private service connections (sanitary and water) prior to these services being put back on-line.
- Provides input into the preparation of by-laws as required
- On a day-to-day basis the Environmental and Facilities superintendent will respond to complaints, reports referred by others or received directly from the public with regards to plugged sanitary house laterals, water service lines, water quality concerns, drop in water pressure and building maintenance issues.
- Monitors operation of the Water Treatment Plant, Water Pollution Control Plant and the Landfill Site in accordance with the applicable MOE Certificate of Approval (CofA) on a regular basis and is in contact with the Ministry of Environment as required to report on water treatment plant, water pollution control plant and landfill site operations.
- Organizes and supervises maintenance on all buildings and structures for the Town. This includes establishing a preventative maintenance program and a work order system for all stationary equipment (HVAC units, hot water tanks, boilers and standby power units) in all Town owned buildings.
- Responsible for the proper tendering as required. As part of process, prepares job cost estimates, examines repairs-replacement alternatives, coordinates preparation of specifications, and makes recommendations to the Division Manager regarding bid acceptance.
- Ensures private contractors meet their obligations as outlined in the terms and conditions of executed contracts and/or letter of understanding.
- Ensures all safety standards and regulations as outlined under the Occupational Health and Safety Act and applicable legislation are followed at all times.
- As maintenance jobs and activities are completed the incumbent will supply data to the Engineering staff for up-dating the master record drawings and information (GIS) system.
- Provides data to the Division Manager for grant applications and insurance claims.
- Schedules and conducts monthly safety meetings with crew members to ensure that all applicable legislation, regulations, rules, policies, procedures and industry standards are understood and followed.
- Assumes additional duties as required during the absence of the Manager of Operations and Facilities, Transportation Superintendent or as assigned

Qualifications:

- High School Graduation or General Education Diploma (G.E.D.).

- 3-year college diploma in Civil Engineering or a related field or an equivalent combination of relevant education and work experience.
- 6 to 8 years of experience related to maintenance, management, and supervision.
- Preference will be given to individuals with superior communications skills.
- Valid Ontario Driver's License

Effort:

- Review of data to estimate job requirements based on multiple considerations and preparation of timetables integrating various jobs require continuous concentration for prolonged to extreme periods. Attention spans are continually interrupted for short durations due to public and staff inquiries.
- Physical demands are related to combine muscular and sensory strain for long to extended periods of time.

Working Conditions:

- The incumbent is required to work an eight-hour day during regular business hours with minimum requirement for out of town travel. The incumbent is required to be available for emergency call out and is compensated for stand by duty. Additional hours average up to 15% in excess of the regular workday, which relates to pre-shift organization time.
- The incumbent spends 50% of the average workday indoors in semi-private office surroundings. The balance of the day is spent in travel to and inspection of worksites with infrequent exposure to disagreeable climatic conditions for long to extended period.
- The incumbent is frequently exposed to risk from moving machinery and equipment for moderate periods while inspecting worksites.