



Position Title: **Operations Supervisor**
Reports To: Director of Operations
of Direct Reports: 10-12
Status: Full-time
Revision Date: February 5, 2025

JOB PURPOSE

Reporting to the Director of Operations, as part of the Operations management team, the Operations Supervisor will ensure effective service delivery, compliance with regulatory requirements, and foster a supportive, efficient work environment. This position involves managing and overseeing essential municipal service delivery related to infrastructure maintenance and repair and community welfare.

SPECIFIC ACCOUNTABILITIES

- Support the Director of Operations and carry out all duties under relevant legislation.
- To direct and supervise all staff within the Public Work Departments including the Ferry. This position will also Supervise Facilities and Transfer Station staff in the absence of the Director of Operations or as needed.
- Assist in developing and administering maintenance and construction programs for the Operation Department and assist in the rehabilitation of municipal roads, bridges, sewers and watermains.
- Create and manage schedules for maintenance and repair tasks to ensure timely completion.
- To develop and control a central depot for supplies used by the Public Works Department.
- To work independently and as a team member with other municipal staff.
- Maintain project timelines and budgets, adapting plans as necessary to accommodate changing needs and conditions.
- To develop, with the Director of Operations and in concert with the Infrastructure Supervisor, the annual operating and capital budgets.
- Forecast resource needs and allocate labor, equipment, and materials effectively across ongoing projects to optimize efficiency.
- To assist in maintaining all records, statistics and reports as required in the Public Works Department.
- To liaise with the Infrastructure Supervisor and Director of Operations and organize the daily work schedules within the Public Works Department.

- Assist in developing strategies for emergency preparedness and lead response efforts severe weather events or critical infrastructure failures as needed and as directed by the Director of Operations.
- To encourage and promote the development of employee awareness toward safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- Assist in assessing staff performance and completing evaluation reports as required.
- Perform other duties and tasks as assigned from time to time by the Director of Operations.

WORKPLACE REQUIREMENTS

- Valid Ontario Driver's License in good standing
- Attendance at council meetings, budget presentations and meetings with stakeholders as requested by the Director of Operations.
- Occasional travel for professional development and networking with other municipalities or Provincial institutions.
- Extended hours during budget preparation periods throughout the year as well as during winter control activities.
- Ability to sit and do computer work for sustained periods of time

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake.

External: Other contacts may include provincial officials, federal officials and the general public.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Minimum education requirements will include a College Diploma related to the job description and requirements. C-Tech or CET in Civil Engineering preferable however other disciplines will be considered. CRS designation would be considered an asset however is not a requirement. Future training opportunities for the successful candidate will support moving towards a CRS designation.
- Minimum of 5 - 7 years of progressive experience in similar roles, preferably within a municipal environment.
- Understanding of infrastructure systems such as roads, bridges, waster supply, and wastewater management.
- Familiarity with procedures and best practices in conducting maintenance, repair, and construction activities within municipal frameworks.
- Knowledge of local, provincial, and federal regulations affecting Public Works, including environmental standards, minimum maintenance standards, hours of service legislation, Ontario Traffic Manuals (in particular Books 5, 6 and 7) and the occupational health and safety act.

- Strong leadership and the ability to lead diverse teams, provide motivation and direction, and manage performance and development with integrity and professionalism.
- Strong verbal and written skills for effective interaction with team members, stakeholders, and the public.
- Experience in identifying operational challenges and implementing practical solutions efficiently under pressure.
- Proficiency in managing public works assets, including tracking, maintenance scheduling, and lifecycle analysis.
- Knowledgeable in procurement, maintenance, and operation of the equipment and materials used in public works projects.