

Position Title: Maintenance Technologist

Department: Transportation Services

Reports To: Maintenance Manager

Purpose

The primary purpose of this position is to provide backup support to the Maintenance Manager. Specifically, the Maintenance Technologist is responsible for independent decision making regarding maintenance construction and tendered contracts.

The position provides technical and administrative support to the Transportation Services Department regarding maintenance of County Transportation Assets, developing and managing contracts, construction, inspection scheduling, developing updating and communicating policies, procedures and communicating (written and verbal) with other agencies (Conservation, other Counties, municipalities etc.) and the public.

Responsibilities

Under the general direction of the Maintenance Manager, the Maintenance Technologist will be responsible for matters related to maintenance within the Grey County Transportation Services Department and will complete tasks in the following areas:

Supervision

- Develop plans to coordinate the work force, equipment and resources required to undertake construction and maintenance work in an efficient manner.
- Attend staff meetings and Area Foremen meetings. Promote an open honest workplace culture.
- Supervise day to day activities of the Grey County Construction Foreman and manage all tendered maintenance work (route and seal, pavement markings etc.).
- Liaise with Engineering staff, ensuring planning and scheduling of work is appropriately coordinated and attend engineering meetings.
- Take responsibility for basic emergency management as a backup to the Maintenance Manager.

Innovation

- Assist Maintenance Manager with continuous improvement, the review of current practices and identifying innovative ways to enhance the maintenance operation.
- Complete research regarding current maintenance strategies, equipment and material.

Budgeting

- Assist the Maintenance Manager in preparation of the 10 year budget for maintenance.
- Work with the Maintenance Manager and make recommendations for routine and non-routine work Depot capital planning work required.

Maintenance Analysis

- Consult with the engineering manager to plan and budget work activities that correspond with the overall 10 year plan.
- Review products and methodologies being implemented and provide direction to staff regarding best practices.
- Review issues and provide recommendations to alleviate maintenance problems as they occur.
- Resolve inquiries from the public on behalf of the Maintenance Manager.
- Review and coordinate yearly maintenance programs such as the ditching program, weed program, edge patching program and minor capital.
- Find engineering solutions to maintenance problems (ie. snow collection areas, culverts that could be eliminated, wash out areas etc.).

Maintenance Contract Administration

- Administer maintenance contracts to satisfy all OPSS specifications and complete prestart and progress meetings, responding quickly to contract issues, ensuring payments and documentation are processed in a timely manner, ensuring appropriate testing and inspection is completed and ensuring warranty work is completed.

Permits and Regulatory agencies

- Assist the Construction Foreman in obtaining permits and locates.

Reports

- Assist in completing Transportation and Public Safety Committee Maintenance Department reports for Council.

Occupational Health and Safety

- Ensure work is being completed in accordance with the Occupational Health and Safety Act.

Asset Management

- Be the primary Maintenance contact of the asset management data.
- Ensure all transportation assets are catalogued and inspected. Assist in determining the best collection methods.
- Complete research (of past activities) and accumulate data regarding road base condition and previous construction projects to feed the asset management software.
- Be familiar with the pavement condition index and update data into asset management software.
- Work with the Engineering Manager, Maintenance Manager and Director to establish asset levels of service for Grey County roads.
- Work with a Project Planning Engineer and corporate asset manager to ensure Transportation Services program adheres to the asset management plan.
- Assist in establishing life cycle activities for Transportation assets.
- Completing the physical review and completion of an annual report that will identify routine and non-routine maintenance, resurfacing and reconstruction work required. This work will then be evaluated considering need and available resources
- Assist in establishing a long term asset management plan for Grey County Maintenance Depots.

Working Conditions

Usual hours of work are 40 hours per week. Overtime is expected when required to meet the requirement of the position.

Work will be conducted 70% of time in the Transportation Services Department Administration Office and 30% of time in the field; exposure to weather conditions in the field and inconvenience of machine noise and other road construction hazards and activities.

Contacts

Internal Working Relationships

Establishes and maintains working relations with the Director of Transportation Services, and other County Staff.

External Working Relationships

Represents the County with consultants, contractors, Provincial Ministries, utilities and the public.

Knowledge and Skill

- Graduate of a Community College in Civil Engineering Technology or an equivalent combination of education and experience.
- Advanced knowledge of: road construction, road maintenance (summer and winter), road repairs, road assessments, road construction and maintenance equipment.
- A good understanding of drainage and environmental law.
- Well-developed skills and knowledge in coordinating and planning staff activities.
- Good knowledge of human resources policies and practices and the collective agreement.
- Ability to identify and resolve scheduling staffing issues.
- Good knowledge of County standards, policies and procedures.
- Knowledge of computer concepts and ability to interpret data as related to maintenance management and operation management.
- Solid logic and reasoning to produce various memoranda, letters, reports, etc. over a broad range of topics and various audiences.
- Advanced knowledge of variety of regulations, policies and directive pertaining to safe working conditions and contract administration (i.e. Highway Traffic Act, Public Transportation and Highway Improvement Act, Drainage Act, Occupational Health and Safety Act).
- Good interpersonal, oral and written communication and leadership skills are required to deal with staff, to facilitate internal coordination and to deal effectively with the public.
- Ability to operate computers for contract documentation and communications.

Impact of Error

Errors in judgment may jeopardize public and staff safety, lead to inconsistency across the County and may lead to future financial cost to the County budget overruns and embarrassment/public criticism of unfair/unequal treatment of municipalities and property owners and possibly leading to lawsuits. Errors in judgment may also impair sensitive relationships with municipalities and politicians.

Errors in judgment could result in unsafe conditions for the public and staff.

Misallocations of funds and resources can have an adverse impact on staff and public relations and can lead to long-term deterioration of public image resulting in major impact on the entire organization.