

Position Title: Maintenance Manager

Department: Transportation Services

Reports To: Director of Transportation Services

Purpose

To plan, coordinate, administrate and budget for the maintenance activities in the Grey County Transportation Services Department. All activities shall be completed according to County policies, by-laws and laws while ensuring that all work is being completed efficiently and to the appropriate standards to meet the needs of travelling public.

Responsibilities

Supervision

- Provide leadership and supervision to staff including preparing performance plans and carrying out performance reviews at predetermined stages for all staff; selection of staff; initiating discipline as required; approving timesheets, overtime, time off, vacation, etc; recommend staff rotation and promotions, merit increases and staff training. Attend staff meetings and chair Area Foremen meetings. Promote and open honest workplace.
- Ensure proper hiring practices.
- Ensure all human resources issues are documented with the appropriate approvals and meet the Grey County policies.

Innovation

- Promote innovation within the work force. Review current practice and identify innovative ways to implement to enhance the maintenance operation.
- Work with various agencies (suppliers, other municipalities, universities) to investigate existing practices and implement updated practices.

Budgeting

- Plan and budget work to be completed by the Maintenance section (patrol staff and mechanics). Constantly monitor to the budget and recommend modifications as required while ensuring overall budget is not exceeded.
- Prepare a ten year capital budget for maintenance.
- Ensuring that the individual Area Foremen plan, budget and monitor the work required in their areas.

Asset Management

- Assist with the development, implementation and ongoing maintenance of the Department's Asset Management program.
- Assumes the secondary role to Engineering Section in the completion of an annual asset assessment of all roads and bridges. This will include assisting in 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

Maintenance Analysis

- Review the roads with the Area Foremen and then plan and budget work activities that correspond with the overall ten year capital 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

Contract Administration- Maintenance

- Ensure contracts are administrated as per the contract documents
- Organize prestart, progress and completion meetings with service providers
- Resolving issues fairly and in a timely manner
- Ensuring payments are with the required documentation and processed in a timely manner
- Monitoring budgets and making adjustments
- Ensuring appropriate testing and inspection is completed
- Ensuring warranty work is completed

In House Construction

- Work with Engineering Manager to plan and coordinate the work force, equipment and resources required to undertake construction and maintenance work in an efficient manner.
- Coordinate other service provider work to ensure efficiency

Reports

- Complete Transportation and Public Safety Committee reports as required

Occupational Health and Safety

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

Facilities

- Monitor the facilities and make recommendations for routine and non-routine work required
- Establish a ten year capital plan for facility work

Working Conditions

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

70% of time in the Transportation Services, Administration Office: 30% on supervisory work in the field: exposure to weather condition 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 County with consultants, contractors, Provincial Ministries, Utilities, elected officials and the general public.

Knowledge and Skill

- 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 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
- Ability to communicate effectively both orally and in writing and to produce various memoranda, letters, reports, etc. over a broad range of contacts
- Advanced knowledge of variety of regulations, policies and directive pertaining to safe working conditions and contract administration (ie. 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 microcomputers 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 municipalities and politicians.

Errors in judgment could result in unsafe condition 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.