



## MADOC TOWNSHIP

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### **Full Time ROADS SUPERINTENDENT**

The Township of Madoc is a lower tier municipality geographically located in the heart of Hastings County and is easily accessible by Highway 7 or 62. Resource based industries were the key to early economic growth and still play a vital role today combined with residential and commercial development to serve this thriving community. This rural gem, rich in history and recreation, has something to offer residents and visitors alike.

The Roads Superintendent position will effectively and efficiently manage, supervise, coordinate and direct all activities of the Roads Department according to the policies of Council and according to legislative and procedural framework related to statutes of Ontario, regulations and bylaws affecting municipal public works operations.

#### **Major responsibilities of this managerial position will include:**

- Responsibility for the procurement of equipment, supplies and services, as well as assisting in the development of the annual departmental capital and operating budget for the Roads Department;
- Directing all construction, maintenance and operational activities on municipally-owned infrastructure under the Township's jurisdiction
- Shall assist with the development, maintain, and revise as necessary, the Asset Management Plan on an annual basis and recommend revisions to the Clerk-Treasurer, Transportation Committee, and Council for approval and/or further revisions
- Attending all regular, special, and other meetings of Council and the Transportation Committee as required providing reports advising on issues associated with the Roads Department;
- Provides leadership and direction to all Roads Department staff in accordance with established practices and personnel policies;
- Representing the Township when dealing with members of the public, local and external agencies in a courteous and professional manner.

#### **The Preferred Candidate will possess the following qualifications:**

- Diploma in Civil Engineering Technology or Certified Engineering Technician and successful completion of Certified Road Superintendent (CRS) or related combination of education and experience and/or willingness to obtain;
- Minimum 3 years' experience in a supervisory position in a public-sector environment or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties of the position.
- Working knowledge of computers, principles and practices, methods, materials and equipment used in the construction and maintenance of construction and maintenance of public works infrastructure.
- Knowledge of principles of supervision and personnel practices; public works safety procedures; budget planning and preparation.
- Good written, oral and communication skills to deal tactfully with the public and other municipal employees.
- Strong problem solving and investigative skills;
- Possess and maintain a valid and current Driver's License a 'DZ' rating would be an asset. Maintain clean driving record acceptable to the Township's insurance carrier;
- Qualified in First Aid and CPR and/or willingness to obtain;
- Possess thorough knowledge of the Acts related to working in a municipal environment involving the construction and maintenance of roads, bridges and other related infrastructure.

A complete job description is available on the Madoc Township website, at [www.madoc.ca](http://www.madoc.ca)

**Qualified candidates are invited to submit a cover letter and resume in confidence by 4PM on Friday April 13<sup>th</sup>, 2018, quoting "Roads Superintendent", to the attention of:**

Cassandra Boniface  
Clerk-Treasurer  
P.O. Box 503  
15651 Hwy 62  
Madoc, ON  
K0K 2K0  
Phone: 613-476-2677 ext. 202  
Email: [clerk@madoc.ca](mailto:clerk@madoc.ca)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. Madoc Township is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation.*

*We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.*

Website: [www.madoc.ca](http://www.madoc.ca)