

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Supervisor, Roads Operations

Department:	City Infrastructure
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday – Friday, 35 hours per week
Salary Range:	\$110,819.80 to \$122,831.80 annually
Work Location:	Operations Centre, 1955 Clements Rd., Pickering, ON
Date Posted:	Wednesday, September 17, 2025
Deadline to Apply:	Friday, October 3, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Supervisor, Roads Operations.

The incumbent is primarily responsible for supervising the coordination and completion of maintenance, repair, construction and operations of roads, right of ways, boulevards and other City-owned properties such as ditches, bridges, culverts, signs, storm sewers, curbs, sidewalks, and winter control operations, ensuring compliance with legislation. This is accomplished through a cost effective and efficient manner utilizing a team of forepersons, lead hands, heavy equipment operators, skilled maintenance and inspection personal, including the management of external resources. The incumbent provides supervision of the day-to-day performance of roads staff and is the front-line leader to facilitate effective employee relations in a unionized environment to ensure cohesive teamwork.

Primary Responsibilities

- Supervises and coordinates the daily operations and maintenance of the City’s roads and other properties, including the development and allotment of winter control routes. Provides guidance and leadership to the Forepersons who lead the Public Works maintenance teams.
- Establishes work schedules in consultation with the Manager, Forepersons and inspection staff for construction and maintenance projects.
- Prepares and submits reports and statistics relating to roads and other property operations and maintenance on a regular basis.
- Participates in the preparation of annual Current and Capital Budgets and forecast, and User Fees, as it relates to the Roads Section.
- Ensures strict compliance with all applicable regulations relating to the *Occupational Health & Safety Act*, *Highway Traffic Act*, Corporate policies and procedures and any other applicable legislation including the *Environmental Protection Act*, *Endangered Species Act* and *Invasive Species Act*.
- Prepares, monitors and controls roads and right-of-ways ensuring compliance with related regulatory requirements including but not limited to Road Patrol, City Levels of Service and M.M.S. (Minimum Maintenance Standards) Regulation 239/02. Ensures contracts for the repairs, maintenance and construction of municipal infrastructure, and requisitions for supplies and materials are prepared, coordinated and administered. Aids with compliance checks as required. Provides support to Manager and Corporate Services during contract preparations and award.
- Plans and implements employee training programs to facilitate job rotation and career development prospects for subordinate staff.
- Ensures infrastructure inspections are carried out and comments made on a regular basis are in conformance with legislated practices for City policy. Responsible for the investigation and

resolution of third-party claims received from the public or through insurers and follows through the process until all matters are resolved to the Manager's and the Corporations satisfaction.

- Monitors and manages AVL reporting systems for quality control and program completion.
- Provides staff supervision including assisting in staff hiring, mentoring, motivating, evaluating, and implementing disciplinary measures as required.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of a College Diploma in Engineering, or any acceptable combination of education and workplace experience.
- Certified or eligible for certification as an Associate Road Supervisor (ARS), Certified Roads Supervisor (CRS), Certified Engineering Technologist (CET) or Professional Engineer (P.Eng.).
- Five years of progressively more responsible work-related experience, including at least two years in a leadership role in a unionized environment.

Knowledge, Skills and Abilities

- Demonstrated knowledge and experience of related legislation including MMS, MECP, MTO, OTM Book 7, and the Occupational Health and Safety Act (OHSA).
- Demonstrated work experience in AMANDA, Microsoft 365, SAP, and AVL (Automatic Vehicle Location).
- Proven effective interpersonal, organizational, leadership, team building, analytical, customer service and communication (written and oral) skills.
- Ability to establish and maintain effective business relationships with all levels of employees, the public and elected officials with a demonstrated understanding of team dynamics, motivation techniques and conflict resolution.
- Demonstrated ability to understand written procedures, policies, and schedules.
- Required to obtain knowledge of the City's By-laws and roads network.
- Ability to deal professionally and courteously with employees and the public.
- Must be medically and physically fit to perform the duties of the position.
- Must be prepared to undergo a Criminal Reference Check
- During employment there may be a requirement to drive a municipal vehicle, as such, consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. Must possess a valid class "G" Ontario driver's license. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

