



MUNICIPALITY OF MIDDLESEX CENTRE – PUBLIC WORKS AND ENGINEERING

Transportation Manager

The strength in Middlesex Centre lies with its people. Located just north and west of the City of London, Middlesex Centre's rural communities and small towns make it a great place to live, work and play. If you are a team-player who is committed to providing service excellence to residents, then Middlesex Centre may be the place for you.

Middlesex Centre is seeking an experienced, highly motivated and results-oriented individual to assume the responsibilities of the Transportation Manager.

Position Summary

Reporting to the Director of Public Works and Engineering, the Transportation Manager is primarily responsible for the overall management of operations & fleet services department for all corporate fleet and equipment assets, coordination, planning, administration, project management, approval, implementation, monitoring, and maintenance of various long-range plans, policies, technical studies, design, agreements and applications relating to the Municipality's transportation planning, and engineering.

Preferred Qualifications

- Post-secondary diploma or degree in Civil Engineering Technology or related field with a C.E.T. designation
- Professional Engineering designation is an asset
- At least 5 years experience in a transportation planning, operations, fleet management and project management service environment or related civil engineering discipline
- Strong technical knowledge of transportation related processes, methodologies and construction practices, and proficiency in a project management role
- Working knowledge of the Ontario Health and Safety Regulations for construction and industrial operations
- Working knowledge of the various Ontario Traffic Manuals
- Valid Certified Roads Supervisor certificate (the Association of Ontario Roads Supervisors) is an asset
- Technical knowledge of the Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Navigable Waters Act, Occupiers' Liability Act, Occupational Health & Safety Act and other applicable legislation
- Working knowledge of the various Ontario Traffic Manuals
- Demonstrated proficiency in utilizing Auto-CAD and Arc GIS
- Excellent customer service, communication and interpersonal skills
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to work flexible hours as required
- Requirement to carry a cell phone to respond to after-hours issues
- Proficient with Computerized Work Flow and Reporting, including mobile maintenance management systems, mobile road patrol, work orders, time sheets, and basic Microsoft Office Suite (Word, Excel, Outlook)
- Valid driver's license – Class G
- The successful candidate must provide a criminal records check and clean drivers abstract satisfactory to the municipality

The salary range for 2020 is \$88,471.50 to \$103,506.00 with a 37.5-hour work week and may require attendance at Council meetings and public meetings from time to time as required outside of normal office hours.

(For a detailed synopsis for this position, please visit our website at www.middlesexcentre.on.ca)

To apply for this position, please submit a resume and cover letter quoting Posting 2020-008, outlining qualifications and experience no later than 4:00 pm on Tuesday, March 10, 2020 to:

Ruth Joyce-Maynard
Human Resource and Health and Safety Coordinator
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
HR@middlesexcentre.on.ca

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.