



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following temporary position at the United Counties of Stormont, Dundas and Glengarry in the Transportation Services Department:

TEMPORARY NIGHT SHIFT SUPERVISOR (MID-NOVEMBER TO MID-APRIL – APPROX. 21 WEEKS)

This package contains the following documents:

1. Job Advertisement
2. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. E-mail your application package as one document in .pdf format to jobs@sdgcounties.ca before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **TEMPORARY NIGHT SHIFT SUPERVISOR**

Applications will be received by e-mail until 12:00 noon on Thursday, October 7, 2021.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Temporary Night Shift Supervisor

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is presently accepting applications for the position of **Temporary Night Shift Supervisor**. This position oversees all night-shift Truck Drivers to ensure that County Roads are maintained to required standards. This temporary position is during the winter season from approximately mid-November to mid-April. You will be required to work in a job sharing environment and a shift rotation that includes weekends.

Main duties include but are not limited to:

- Coordinate and oversee all nightshift truck drivers, both permanent and casual with the ability to supervise in a unionized environment during the winter season (mid-November to mid-April).
- Maintain road surfaces and right-of-ways in patrol areas to required standards (e.g. O. Reg. 239).
- Track weather patterns and storm events, and with this data provide direction and supervision to the patrol staff with respect to winter night shift control activities.
- Direct and maintain County and contracted snow plows.
- Coordinate and document work of external contractors as needed for snowplowing, snow removal and other maintenance activities.
- Ensure circle checks are completed on equipment prior to use.
- Monitor the 24-hour Emergency phone.
- Ensure accurate and timely completion of required documentation.

Qualifications: Post secondary education in Engineering/Public Works or related field and/or a combination of education and experience. Five years’ experience in road maintenance and construction in a supervisory role (specifically with winter control procedures and practices) preferred. Ability to supervise in a unionized environment. Sound working knowledge of the *Occupational Health & Safety Act*, *Employment Standards Act*, collective agreements, etc. Ability to exercise good judgement and tact when dealing with staff, contractors and the public. Possess and maintain a valid G driver’s license.

Salary Range: \$34.05 to \$38.91/hour, plus applicable statutory benefits

Schedule: Averaging 70 hours bi-weekly

Duration: Mid-November to Mid-April for an approximate 21-week term

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Thursday, October 7, 2021.**

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