



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 PATROL SUPERVISOR – ST. ANDREW’S WEST PATROL

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 Patrol Supervisor**

Applications will be received by e-mail until 12:00 noon on Monday, July 4, 2022.

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 Patrol Supervisor – St. Andrew’s West Patrol

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 accepting applications for the position of **Temporary Patrol Supervisor**. Reporting to the Manager of Operations, the Patrol Supervisor supervises and directs maintenance work on County Roads by field crews and outside contractors within their prescribed patrol area.

Key Duties/Responsibilities/Activities:

- Maintain road surfaces and right of ways in patrol areas in accordance with approved County and provincial standards and legislation. Coordinate and perform regular inspections of all roads within the patrol area. Maintain accurate records related to activities and area of responsibility.
- Supervise and direct the maintenance and construction work of County patrol staff.
- Liaise with the Night Shift Supervisor(s) on a regular basis to ensure night work is completed as required.
- Assist contractors and utilities in protecting County infrastructure. Rent equipment required for specific jobs and ensure the efficient use of such equipment.
- Ensure the patrol yards, buildings and equipment are maintained in an excellent state of repair.
- Ensure adequate storage of materials on hand, take inventory and keep records.
- Liaise with public pertaining to requests and complaints.
- Administer field operations, including, but not limited to, culvert installation, utility cuts, relocations, and restorations completed by contractors and in-house staff.
- Monitor the 24-hour emergency phone, winter road conditions and winter maintenance responses on a rotating schedule (weekends and holidays).
- Work independently and make timely decisions relating to road maintenance.
- Follow all provincial and municipal health and safety policies and procedures and report any non-compliance or possible safety risks.

Qualifications:

- Post-secondary education in an Engineering/Public Works or related field and/or a combination of education and experience with five or more years’ experience in road maintenance and construction.
- Management skills with the 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.
- Possession of Certified Road Supervisor designation is an asset.
- Basic computer skills are required.
- Ability to provide a current satisfactory Criminal Record Check.
- Ability to provide a current satisfactory Driver’s Abstract.

In accordance with SDG County’s *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

2022 Hourly Range: \$39.09 to \$44.68 per hour, 40 hours per week

Location: St. Andrew’s West Patrol, 17368 County Road 18, St. Andrew’s West, ON

Term: July 2022 to September 2023 for an approximate 15-month term, with possible extension

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 Monday, July 4, 2022.**

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