



# Georgian Bluffs

## Roads Supervisor

### Permanent – Full Time

The Township of Georgian Bluffs is a community of approximately 11,000 residents, offering an exceptional quality of life along Georgian Bay. We are a supportive, collaborative organization committed to delivering reliable municipal services to our community.

We are seeking a **Roads Supervisor** to provide hands-on leadership and oversight of municipal road operations, staff, and contractors.

### Key Responsibilities

#### *Operational Leadership & Service Delivery*

- Plan, schedule, and supervise municipal road maintenance programs, including winter control, surface treatments, drainage, signage, sidewalks, and roadside maintenance.
- Ensure road patrols and inspections are completed in accordance with Minimum Maintenance Standards, Safe Work Practices, and Township levels of service.
- Set daily maintenance priorities and oversee work completed by Roads staff, contractors, and external agencies.

#### *Staff Supervision*

- Assign crews, equipment, and resources to meet operational and weather-related demands.
- Participate in recruitment, training, performance management, and ongoing development of Roads staff.
- Approve timesheets, manage scheduling and attendance, and apply progressive discipline in accordance with Township policies and the Collective Bargaining Agreement.

#### *Health, Safety & Compliance*

- Ensure compliance with the *Occupational Health and Safety Act* and applicable legislation.
- Promote a strong safety culture through training, safety meetings, and incident reporting.
- Review traffic control plans and ensure safe work zones are established and maintained.



# Georgian Bluffs

## *Public Interaction & On-Call Services*

- Respond to public inquiries, service requests, and complaints in a professional and timely manner.
- Complete inspections related to road permits and right-of-way activities.
- Participate in an on-call rotation outside regular hours, including nights, weekends, and statutory holidays.

## *Administration, Budgeting & Asset Management*

- Assist with Operations budget planning and monitoring.
- Maintain accurate operational records, reports, and patrol logs.
- Support asset, fleet, and equipment planning and liaise with maintenance service providers.

## Knowledge & Skills

- College Diploma in Civil Engineering Technician or an equivalent combination of education and experience.
- Minimum five (5) years of experience in municipal road construction and maintenance.
- Minimum three (3) years of supervisory experience.
- Valid Ontario Class G Driver's Licence (Class D with Z endorsement considered an asset).
- Preferred certifications include C.Tech., C.E.T., Certified Road Supervisor (CRS) - Intermediate.
- Strong knowledge of municipal road operations, traffic control, and applicable legislation.
- Proficiency with Microsoft 365 and computerized asset management systems.
- Excellent communication, interpersonal, and organizational skills.
- Ability to lead with professionalism, discretion, and a commitment to diversity, equity, and inclusion.

## Working Conditions

- Work is performed in an office, patrol vehicle and outdoors in all weather conditions.
- Physical demands include standing, walking, lifting, bending, and operating equipment.
- Ability to manage interruptions, public interaction, and changing priorities.



# Georgian Bluffs

## Compensation & How to Apply

This is a permanent non-unionized full-time position (40 hours/week), with a 30-minute unpaid meal break. The 2026 salary range is \$93,223.00 to \$116,539.00. This job posting is for an existing vacancy.

The Township offers full-time staff a comprehensive benefit package with paid vacation and personal leave days; Employee & Family Assistance Program; plus, a defined benefits pension (OMERS pension).

Interested candidates are invited to submit a resume and cover letter in confidence by **Wednesday, February 18, 2026, at 4:00 p.m.**

### **Job Posting #2026-05**

Human Resources

Township of Georgian Bluffs

[hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

Accommodations are available for all stages of the recruitment process. Applicants are encouraged to identify any accommodation needs when submitting their application.

This recruitment process does not use artificial intelligence (AI) to screen, assess, or select applicants. All applications are reviewed and evaluated by the Township's hiring team.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected through this recruitment process will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of determining eligibility for employment.

Based on the requirements of the position, pre-employment screening may be required and may include, but is not limited to criminal record checks, financial credit inquiries, education and credential verification, driver's abstract reviews, drug and alcohol testing, pre-employment medical assessments, and employment reference checks.