



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

SUPERVISOR, CONTRACTS

POSTING NUMBER: 103400

HIRING SALARY RANGE: \$89,046.00- \$100,177.00

MAXIMUM OF SALARY RANGE: \$111,307.00

AREA OF RESPONSIBILITY:

Reporting to the Manager, Contracts, Operations Planning & Projects with a commitment to the vision and values of the Corporation, this position takes ownership of and assumes the key role as an accountable leader for the staff team responsible for the delivery of the Road Maintenance, Operations and Fleet, contracts and contracted services dedicated to the effective repair and maintenance of municipal roadways, bridges, storm sewers and watercourse infrastructure as well as procurement for Road Operations seasonal winter control, spring/summer sweep, leaf pick-up, supply of construction and road building materials services contracts.

- Manages maintenance and seasonal contracts including establishing goals, objectives, and priorities to develop work programs and projects. Plans schedules and coordinates all resources necessary to carry out contractual maintenance projects and in-house Works Operations seasonal contract activities based on the approved annual operating budget.
- Develops, updates and prepares requirements and specifications for quotes and tenders to procure materials, and contracted services. Reports and recommends award of contracts to Senior Management and City Council.
- Provides direction to work performed by Senior Operations and Operations Technicians, Co-op students and contractors.
- Responsible for staff recruitment, selection, training, equipment, scheduling, supervision, discipline and other labour relations responsibilities
- Approves payment certificates, payment requisitions, invoices and extra work orders for services provided on contracts and/or material purchases.
- Reports contractor performances to the Purchasing Division to determine qualified contractors for upcoming projects. Involved, if necessary in the termination of contractors because of non-performance or dangerous activities.
- Develop/prepare cost estimates, annual operating budgets, multi-year budget forecasts and business/strategic plans.

- As part of a team, develops, recommends, and implements new and/or revised maintenance standards, new and improved methodologies, levels of service, policies, procedures, contractual repair services and in-house seasonal operations programs, such as, winter control maintenance operations with a commitment to continuous improvement and adoption of best practices.
- Ensures the appropriate tracking, reporting, record keeping and documentation of all maintenance and seasonal operations contracts.
- Responds directly and or otherwise initiates and ensures investigation and suitable follow-up responses to inquiries including: residents, emergency services, other departments, utility companies, external and internal partners, senior management and members of City Council, utility companies, etc.
- Reviews employee performance on a regular basis rewarding achievements and excellent work and taking progressive, corrective or disciplinary action as required.
- Represents the Division and or Department as a member of various committees and teams (i.e. Program advisory at area community colleges, Regional area municipalities regarding joint contracts, CORs initiative, Asset Management, Standards Review Committee etc.).
- Provides documentation and evidence to support the City's risk management, insurance and legal representatives in addressing damage or liability claims against the Corporation.
- Receives and queries infrastructure inventory data updates and provides feedback to Operations Planning and Program Planning sections.

SELECTION CRITERIA:

- A graduate of a Post-Secondary Education in a 3 year Civil Technology program, with additional courses in: Contract Law, Project Management, Public Administration and Health and Safety.
- 5 to 7 years in a progressive position of contract management preferably in a municipal environment, at a supervisory level with the emphasis on budgeting and control, payment certificates, report writing, along with customer service.
- Must have or be eligible for a professional designation as a Certified Engineering Technologist (CET).
- Must hold a valid Ontario Class "G" driver's license, with a clean driving record and access to transportation / use of own vehicle.
- Extensive knowledge of contractual bonding and security requirements, as well as warranty execution.
- Excellent skills in the following areas: Computer, verbal and written communications.
- Demonstrate initiative and sound problem solving skills.
- Good work and performance record.
- Able to pass any required testing and wear any and all related safety equipment.
- Ability to substitute for other supervisor levels due to secondment or reassignment.
- Ability to work variable hours.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

Exciting things are happening at the City of Brampton. Watch our [Join Our Team](#) video to hear what our employees say about working here. For insight about Brampton's future, take a peek at what [renowned urban planner Larry Beasley](#) has to say.

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent
Job Type: Non-Union

Applications must be received by: May 24, 2019

Alternate formats will be provided upon request.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #103400 by May 24, 2019** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.