

DEPARTMENT: PUBLIC WORKS

LOCATION: Transportation Services

POSITION: ROAD OPERATIONS TECHNICIAN

SALARY RANGE: \$46,875 - \$58,593(Pay Grade 4)

NOTE: Applicants will be considered for interviews based on the information provided in their application to the Region of Halton including a current resume and cover letter. We thank all applicants for their interest, however only those under consideration will be contacted.

PREFERRED BACKGROUND:

A diploma in Transportation/Civil Engineering, Transportation or Construction Technology coupled with road maintenance and construction training with at least two years directly related experience in infrastructure management and roadway maintenance practices. The Technician is responsible for Regional Road work order management including: the creation of work orders, data entry and systems maintenance; monitoring of work order status; identifying and coordinating work orders.

You possess practical knowledge of civil engineering, development processes, asset inspection, infrastructure management systems and public works practices. Registration or eligibility for registration in OACETT as a Certified Engineering Technologist (CET) is required. Knowledge of applicable acts, standards and codes is required. Excellent computer skills in databases (MS-Access), spreadsheets, MS Office, GIS (ArcGIS/ArcPad) and a valid driver's license and access to a car are required. Strong analytical, organizational, project management and customer service skills are needed for leading and coordinating Regional initiatives. An equivalent combination of education and experience will be considered.

DUTIES:

- **Maintains** and manages the computerized Road Patrol Manager system.
- **Creates** work orders for Road Operations Staff on demand to support Minimum Maintenance Standards Regulation 239-02 and preventative maintenance/repair.
- **Assists** the Supervisor, Road Supervisor, Coordinators and Technicians; plans, schedules, produces and communicates detailed daily work orders and weekly maintenance schedules for the Supervisor and staff.
- **Monitors** and updates work order status, validates all completed work orders and documents the occurrence and notifies the Supervisor and staff.
- **Maintains** records on traffic control devices, equipment and preventative maintenance schedules, warranty contract, and maintenance work order records to support the management of Regional Road assets.
- **Administers** the documents for the activities related to road deficiencies and Regional Road Maintenance Agreements with contractors
- **Support** to the Supervisor and Manager of Road Operations to set-up and continually improve the work order management system including performance reports.
- **Coordinates** the collection/input/scanning of Transportation related infrastructure - CAD drawings into the Technical Document Management System (TDMS).
- **Assist** with all components of Tourism Oriented Destination Signage (TODS) administration including approval, invoicing and maintenance
- **Represents** the Region on external committees and working groups on roadway maintenance.
- **Assists** in the budget preparation and implementation of Regional Road operating and capital programs
- **Provides** customer-focused services to internal and external clients on maintenance, operational and infrastructure matters.
- **Assists** in road patrols of the regional road system as required.
- **Performs** other duties as assigned.

POSTED: August 12, 2011

POSTING EXPIRES: August 26, 2011

POSTING #: PW-266-11

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment. Questions about the job application process can be directed to the contact to the right.

Apply Online: www.halton.ca
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