



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1301-001

CALL NO. 23-3110

Job Designation:	Supervisor, Harbours
Department:	Parks and Open Space
Job Details:	Permanent Full Time (Non-Union)
Salary Range:	\$93,386 - \$112,110
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on April 7, 2023 .

We offer:

- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Director, Parks and Open Space, this position is responsible for the supervision, planning and scheduling of all resources necessary to carry out harbour services and maintenance activities related to both the Oakville and Bronte Harbours (including leasing, launch, haul and storage).

What can I expect to do in this role?

As the Supervisor, Harbours you will:

- Supervise, delegate, and oversee work carried out by staff (full time, temporary, and part time) and contractors to ensure it is performed effectively and efficiently and in accordance with town or departmental maintenance standards, levels of service, specifications, policies, procedures and legislated requirements;
- Select, motivate, train, manage and evaluate staff, and schedule work according to priorities; review employee performance on a regular basis and take corrective/disciplinary action, as required;
- Track, report, record and document on a daily basis harbour activities and costs;
- Respond to, investigate and follow up with inquiries/requests for service/complaints from the general public, mooring tenants, emergency services, other departments, senior management and members of council;
- Respond to and oversee cleanup of spills and accidents with appropriate reporting and documentation to other authorities as required (e.g. Halton Region, Ministry of Environment, etc.);
- Assist the Director, Parks and Open Space in the annual development of tender specifications, cost estimates and budgets for Harbour Operations and maintenance activities; preparing the annual harbours operating and capital budgets, including all expenditures, revenues and recommending annual pricing strategies; and developing and implementing the Harbours business plans;
- Train and instruct new and existing workers to perform job functions properly and safely in the use of tools and equipment;
- Schedule and oversee development, maintenance, capital programs (including assisting in the preparation of specifications and meeting with and scheduling of contractors), purchasing of supplies and equipment and overseeing and auditing of service contracts as appropriate;
- Oversee the leasing of mooring slips, launch, haul and storage services provided by the Town at both Oakville and Bronte Harbours including the contract creation and administration;
- Oversee the scheduling of work orders, working with customers to co-ordinate services and adjusting the schedule (as may be necessary) to ensure that all services are rendered;
- Respond to and oversee the Clean Marine Program through the MOE – Hazardous Waste Information Network;
- Assist with preparation and presentation of the business plan, cost estimates for new developments and expansion using current and forward thinking technology;
- Coordinate requests from Boat Clubs, Organizations, and harbour stakeholders as they pertain to the Harbours operation and surrounding parkland;

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Provide feedback and oversee facilities maintenance and security for internal and external organization and authorities, not limited to, Oakville Fire, HVAC Compliance, Electrical Standards Compliance;
- Oversee the efficiency and accuracy of the administration of the Harbours including: preparation of correspondence, presentations, brochures, publications and related material; maintenance of all records, paper and electronic related to data logs and mooring allocations for Oakville and Bronte Harbours; implementation and administration, in conjunction with the Information Systems and Solutions Department, of the harbours computer software system; data entry and preparation of reports; data and information research; and processing of harbours accounts receivable;
- Assist in the development of by-laws for harbours section; may represent the town on harbour issues to other municipalities, government organizations and relevant parties;
- Assume additional hours, attend evening meetings, special events and rotating on-call duties for overnights and weekends throughout the year as required.

How do I qualify?

Ideally you have a post-secondary education in business administration or related field of study from a recognized institution and you have completed the Canadian Power and Sail Squadron Safe Boating certification. Your formal education is augmented by progressively responsible positions that have resulted in outstanding leadership complemented by a highly developed understanding of municipal government and service delivery. You also have developed familiarity with operating and capital budgets, strategic business plans, and contract administration and possess technical knowledge related to harbours as well as an in depth understanding of harbor management practices and operations. You also hold a valid and unrestricted Ontario Driver's license Class G minimum with a driving record that demonstrates responsible and safe driving behavior. A satisfactory criminal record check dated within the last 30 days is also a condition of employment.

In addition, your experience includes:

- Possessing functional and technical knowledge and skills to do the job at a high level of accomplishment; picking up technical knowledge quickly;
- Meeting the expectations and requirements of internal and external customers/residents; using resident feedback to improve services and acting with residents in mind;
- Being approachable and able to build rapport well; a good listener, sensitive and patient;
- Stepping up to conflicts, reading situations quickly to find common ground and get cooperation;
- Being cool under pressure handling stress well and are a settling influence under pressure in a crisis;
- Writing clearly and succinctly in a variety of communication settings and styles; getting messages across that have the desired effect;
- Using resources (people, funding, material, support) effectively and efficiently to get things done;
- Assigning responsibility for tasks and decisions; setting clear objectives, measuring processes necessary to get things done; monitoring process, progress and results, designing feedback loops into work; ensuring work complies with formal procedures and regulations;
- Figuring out the processes necessary to get things done; knowing how to organize people and activities; understanding how to separate and combine tasks into efficient work flow; knowing what to measure and how to measure it; recognizing opportunities for synergy and integration where others can't; simplifying complex processes; getting more out of fewer resources;
- Being action oriented and seizing opportunities;
- Focusing on what is important, eliminating roadblocks and using own time and time of others effectively;
- Providing information people need to know to do their jobs; providing individuals with timely information so that they can make accurate decisions;
- Treating staff equitably and fairly;
- Dealing firmly and effectively in a timely manner with staffing issues; not allowing problems to fester and making difficult decisions in the best interest in the organization;
- Demonstrating values and ethics in personal behavior in keeping with corporate values; is widely trusted; keeping confidences, admitting mistakes and representing self truthfully;
- Seeking clarification and direction from and making effective recommendations to the Director, as required;
- Translating unit direction into concrete activities, developing work plans with a thorough understanding of the functional area and communicating plans with clarity and commitment;
- Promoting collaboration among staff; encouraging and incorporating creativity and learning; providing effective forums for staff to express ideas, views, and concerns individually and as a team;
- Applying sound judgment and evidence-based decision-making in a timely manner; making decisions sometimes with incomplete information and under tight deadlines and pressure; being cognizant of decisions that may be politically sensitive
- Implementing strategies to achieve operational efficiencies and value for money;

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Applying and monitoring rigorous systems for financial information management, internal audit, and evaluation in compliance with corporate policies and procedures;
- Fulfilling legal obligations and policy requirements.

Core Knowledge Required for Success:

In addition, your experience demonstrates the following Supervisor leadership competencies:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: **March 17, 2023**

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3