

Operations &  
Maintenance Site OPS  
Supervisor

Winnipeg, MB

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**RESPONSIBILITY LEVEL:**

Under general supervision from the O&M Project Manager, the successful incumbent will be required to self-perform and lead a crew of maintenance generalists and/or contracted skilled and unskilled labour crews in patrolling, inspecting, evaluating and reporting on the condition of the assigned roadway Right of Way, preparing workplans, performing routine operational maintenance duties, and providing first response assistance to situations of imminent danger in order to maintain the roadway, bridges and site in a fully functioning, safe, and clean condition. Responsible for providing work direction, orientation, training and work review/inspection for assigned personnel. Responsible for planning and coordinating contracted technical inspections and lifecycle maintenance performed by others.

**PRINCIPLE DUTIES:**

Self-performs and leads a crew which:

- Provides work direction, orientation, training and work review/inspection for assigned personnel and contracted labour forces.
- Performs regular truck-based patrols covering the entire roadway in both directions to visually inspect, evaluate and report on the general condition of roadway pavements, bridges, structures, landscaping and appurtenances. Monitors all factors affecting traffic safety and roadway functionality.
- Provides first response assistance to notification of imminent danger situations from PRW Hotline and/or other City agencies.
- Prepares daily and weekly workplans based upon regularly scheduled routines derived from the monthly PRW workplan and work arising from the visual inspection patrols.
- Assists the O&M Project Manager in preparing the monthly PRW workplans.
- Performs a variety of general maintenance, cleaning and repair activities. These may include grounds keeping duties, painting, graffiti removal, litter cleanup, snow clearing and facility repairs to roadway structures and appurtenances such as signage, guard rails, hand rails, sidewalks and lighting systems.
- Coordinates planned inspections and contracted maintenance work performed by others. Also ensures appropriate maintenance documentation is completed and filed.
- Overall responsibility to ensure the roadway, bridges and site are maintained in a fully functioning, safe, and clean condition.
- Operates a variety of tools and machines required by the operation such small machinery, landscaping equipment, welders, compressors, power tools, bobcats, trucks and trailers.
- Ensures appropriate levels of supplies and materials are ordered and stocked appropriately.
- Provides audit reports of performance levels to management as requested.
- Provides required administrative support for Site Manager as needed, such as time sheet review and manpower scheduling. May backfill for the Site Manager as needed.
- Will be required to work shifts and to be periodically 'on call 24/7' to provide telephone assistance as well as emergency response to the facility.
- Performs and reviews all work and assures all personnel perform work in accordance with established safety procedures.
- Oversees the proper usage of chemicals/compounds or machinery according to recommended manufacturer's instructions.
- Ensures compliance to all city, province, and federal license and certification requirements. Maintains and submits all records and documents to proper authorities.
- Complies with all company policies and procedures and adheres to company standards.
- Performs other duties as requested.

**REQUIREMENTS:**

Ideal candidates would have a minimum of 10 years of wide ranging experience in the performance of road and bridge maintenance (including general maintenance, cleaning and repair activities. grounds keeping, painting, graffiti removal, litter cleanup, snow clearing and facility repairs to roadway structures and appurtenances such as signage, guard rails, hand rails, sidewalks and lighting systems).

You will have a demonstrated ability to plan, lead and coordinate the activities of others and be an effective communicator (written and oral), a strong team player and be computer literate. The ideal candidate will be a post secondary technical school graduate or equivalent. You will be required to work shifts and to periodically be 'on call 24/7'

Your application will be treated  
confidentially and should be  
forwarded to:  
careers@plenarygroup.com