



## ASSOCIATION OF ONTARIO ROAD SUPERVISORS

PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**.

### Lead Instructor - Public Works Leadership Development Program

Help the Association of Ontario Road Supervisors shape the public works leaders of the future.

Do you have a leadership background in municipal or public works?

Do you have teaching, facilitation, presentation or public speaking experience?

Do you enjoy helping or coaching others to achieve academic or leadership goals?

#### Association of Ontario Road Supervisors (AORS)

The Association of Ontario Road Supervisors (AORS) is a Provincial association of municipal works professionals dedicated to providing high quality public services through certification, education, publications, advocacy, and interaction amongst its members.

#### Public Works Leadership Development Program (PWLDP)

The AORS Public Works Leadership Development Program (PWLDP) is a series of learning modules aimed at building future leaders in the industry. The program was created to help public works managers and supervisors develop and improve the skills they need to be top leaders for their municipalities. Besides being a stand-alone leadership development program, the modules of the PWLDP are also pre-requisites to the Certified Road Supervisor (CRS) accreditation. This designation is awarded to individuals who have met outlined education and experience requirements. It is an objective validation of an individual's familiarity with public works technologies, applicable regulations, and current supervisory and management techniques. It is widely accepted in the industry, and many Ontario municipalities now require candidates for certain positions to either have or work towards this certification.

#### Position Description

AORS is currently accepting applications for part-time contract Lead Instructor positions for the PWLDP. In this role, you will provide classroom instruction for one or more of the eight modules, depending on your own area of expertise. You will use a combination of adult learning techniques such as presentations, class discussions, case studies, and group activities. You will also be required to perform student evaluations to ensure content mastery. Teaching locations will vary across Ontario. Instructors will be required to travel to instructional venues as required.

#### PWLDP Modules

- Local Government – The Municipal Framework
  - History of municipal government
  - Government structure & legal framework

- Roles and Responsibilities of the Public Works Manager
- Council and CAO expectations
- Professional Conduct and Ethics
- Trends & Challenges in Local Government
- Leadership
  - Regulatory framework of employment
  - Supervising in a unionized environment
  - Employee performance and discipline
  - Dealing with difficult people
  - Conflict management
  - Leadership
- Customer Service – In Service to Others
  - Foundations for Customer Service Excellence
  - Customer Service in Public Works
  - Valuing & Handling Customer Complaints
  - Time Management
  - Creating a Customer-Focused Workforce
- Financial Management – Resourcing and Stewardship
  - Planning
  - Operating and Capital budgets
  - Managing the money - financial controls
  - Risk analysis
  - Maintenance management systems
- Talent Management – People Resourcing for the Future
  - Labour and workforce demographics
  - Talent assessment and succession planning
  - Hiring, retention, and exit strategies
  - Organizational and work design
- Process Management – Keeping Pace and getting Better
  - Process development
  - Operational cultural excellence
  - Benchmarking and best practices
  - Organizational transition
- Continuous Improvement – Quality and Change Management
  - Change management
  - Tools for improvement
  - Improving processes
  - Creating an improvement culture
- Communications – Making your Point and Hearing Others
  - Report-Writing to Council
  - Making a Presentation to Council
  - Dealing with the Media
  - Community Stakeholder Consultation

## Responsibilities

- Completes all required preparation prior to course delivery.
- Facilitates delivery of curriculum according to course learning plan, using best practices in classroom learning and adult education techniques.
- Corresponds with students as required during the course offering.
- Completes all required documentation for the program administration.
- Works with program staff to ensure that all required materials and resources are available to participants/students in a timely fashion, and to support program administration.
- Provides formal and informal feedback/evaluation to students including the grading of assignments/exams.
- Contributes to ongoing design and development of course materials and content in a way that complements other course offerings in the program.
- Participates, as required, in meetings and discussions related to course design/improvement.

## Qualifications

- Minimum 2-4 years of senior experience, acquired within the last 10 years
  - working in a municipal or public works leadership role or
  - teaching a program preparing students for employment in the industry or
  - a combination of the two.
- Prior formal teaching experience (including facilitation and student evaluation), preferably at the post-secondary level, is a definite asset.
- Leadership experience in municipalities, public works, or a related industry is a must.
- Strong interpersonal and organization skills.
- Problem solving ability, and a demonstrated ability to enable others to learn.
- Strong verbal and written communication skills.
- Computer literacy in a variety of software applications, including Microsoft Office, PowerPoint, Dropbox, or similar programs.
- Preference will be given to those qualified candidates with prior instructional experience.

## Qualified and Interested Candidates

Send resume and cover letter by June 30, 2018 to:

John Maheu, Executive Director  
Association of Ontario Road Supervisors  
160 King Street, P.O. Box 129  
Thorndale, ON N0M 2P0  
Email: [admin@aors.on.ca](mailto:admin@aors.on.ca)  
Fax: (519) 461-1271

For further information:

Website: [www.aors.on.ca](http://www.aors.on.ca)  
Contact: Michelle Poirier  
(613) 583-4024

We thank all those who apply, however only those chosen for an interview will be contacted.