

TOWNSHIP OF MACDONALD, MEREDITH & ADBERDEEN ADDITIONAL

POSITION DESCRIPTION

POSITION: Road Superintendent

RESPONSIBLE TO: Clerk Administrator

SUMMARY OF FUNCTION:

The Road Superintendent is responsible for overseeing all employees in the Public Works Department, and equipment under the direction of the Clerk Administrator.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Responsible for overseeing all Public Works Department employees, and all aspects of equipment and road maintenance.

Demonstrated by:

General Supervisory Responsibilities:

- Responsible for ensuring all work is done according to Township policy and procedure
- Providing training and ongoing support to Public Works Department employees
- Scheduling of work assignments including days of work
- Performing performance management support and performance appraisals for roads department employees
- Providing reports to Clerk Administrator
- Providing input to budget development and overseeing the budget expenditures for the Public Works department
- Monitoring equipment functionality and purchases; and advising Clerk Administrator of needs for repairs and replacement
- Overseeing landfill operations and water and sewer operations
- Receiving complaints from ratepayers; presenting and discussing concerns with Council if required
- Monitoring call outs, i.e. with snow storm emergencies
- Attending quarterly Ontario Clean Water Agency (OVWA) meetings
- Attending monthly Council Meetings
- Performing other duties as assigned.

Patrolling Responsibilities:

- Patrolling all roads in township – both hard top and gravel
- Monitoring weather and winter maintenance requirements
- Documenting roads repairs required
- Completing forms confirming patrols performed
- Completing bi-annual daily traffic counts

Construction Responsibilities:

- Overseeing all roads construction projects
- Overseeing all tendered projects
- Discussing with Clerk Administrator and Council all future road construction matters
- Performing other duties as assigned.

Maintenance Responsibilities:

- Performing roadside brush cutting, grass cutting, application of dust suppressant; cold patching and hot mix repair to pot holes, comfort stations, bridge repairs, cemeteries, parks, arena, water treatment plant, steam culverts
- Maintenance of all roads equipment
- General clean up of shop
- Responsible for plow truck and winter maintenance including:
 - Operating plow truck with wing and sander attachments
 - Ensuring all roads are open in a timely manner i.e. for school bus
 - Expediting emergency work i.e. during snow storms, flooding
- Performing other duties as assigned.

Grading and Backhoe Responsibilities:

- Performing grader responsibilities when required
- Operating backhoe; digging graves; cleaning up ditches; cleaning municipal lots; loading gravel
- Overseeing, assigning and participating in replacing culverts

Outcomes:

- Employees are appropriately supported, trained and monitored.
- Township roads budget is adhered to
- Township equipment is maintained in good working order
- Resident satisfaction is improved and maintained

COMPETENCY 2: Promote and ensure a safe workplace environment.**Demonstrated By:**

- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs and practices;
- Wearing all required safety equipment including work boots; safety glasses; ear protection; chaps; safety vests and hard hat; using all equipment and tools in a safe manner and working in a safe manner
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including other employees, to the Road superintendent or Clerk Administrator as appropriate
- Overseeing health and safety for roads department
- Leading daily safety meeting with “tool box talks” and attending quarterly health and safety meetings
- Ensuring all construction sites are signed and barricaded
- Ensuring all roads employees are complying with all rule and regulations.

Outcome:

- Workplace injuries are minimized.

COMPETENCY 3: Effective communication and relationships with other employees, and others including outside contractors and residents.**Demonstrated By:**

- Communicating all matters of importance to appropriate members of the Township in an accurate and timely fashion
- Listening carefully to others
- Responding appropriately to general inquiries
- Communicating in a polite and respectful manner at all times

Outcome:

- Effective relationships are established and maintained

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- One year college diploma in related field
- Minimum three years roads experience
- Minimum two years supervisory experience with the ability to effectively lead and supervise staff
- Preferred Roads Supervisor Certification - Ontario Good Roads
- Preferred certification in related courses such as supervision; construction
- General knowledge and experience of road maintenance and construction and related equipment including plow truck with wings and sander; tandem trailer; grader wings; backhoe; steam jenny; boemeg roller; tractor; ½ ton truck; grass mower; welding burning torches); general shop tools;
- Experience and proficiency in mechanical and technical skills and equipment including plow truck, welding torches, backhoe, steamer, roller, grader
- Organization, time management, communication and interpersonal skills
- Understanding of the Ministry of Transportation of Ontario regulations and policies that affect Municipal Public Works, Minimum Maintenance Standards, Municipal By-laws & Policies
- Strong project management ability
- Valid Class DZ drivers license required to operate Township vehicles

LANGUAGE SKILLS:

- Be able to read and interpret documents such as operating and maintenance instructions, procedure manuals, engineering documents, surveys and blueprints
- Be able to write routine reports and correspondence
- Be able to work using computer skills
- Ability to work with Treasurer to provide annual operating and capital budgets and ensure they are forecasted and allocated accurately and efficiently

REASONING ABILITY:

- Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form
- Interpersonal skills to work with the public, Council, contractors and co-workers

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working independent of others and with moderate direction
- Working collaboratively as a member of a group/team
- Working overtime hours may be required by the Employer in exceptional circumstances to ensure that seasonal operations are not interrupted

ESSENTIAL DUTIES:

- Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment

Developed: May 2010
Updated: January 2020
Updated November 2021