



Working Supervisor & Heavy Equipment Operator - Public Works



Position Synopsis and Purpose

The Public Works Department is responsible for the maintenance & operations of the Township’s paved and gravel road network; storm sewer ponds and facilities; road-side ditches & rural storm sewer network; municipal drains; parks & open spaces; cemeteries; gravel pit and the municipal fleet.

During the winter control period of October 15 – April 30th this position serves as the on-site evenings and weekends in-charge Roads Superintendent in ensuring compliance with all legislated standards.

This role involves assisting with, assigning, and supervising the efficient coordination of non-union staff, equipment, and contract work. Additionally, this role will be part of the rotation for operating heavy equipment in addressing workloads.



Major Responsibilities

Description	Approx. Time Spent (%)
<p><u>Supervisor:</u></p> <ul style="list-style-type: none"> Supervises non-union staff including scheduling of work, staff training, development, new-hire orientation, health & safety as per the Occupational Health and Safety Act, and other regulatory compliance, performance management, coaching/mentoring, timesheet review and overtime/vacation authorization, and payroll submissions. Supervises the work of outside contractors and tradespeople on construction and repair projects including gravel and calcium tenders, ditching, culverts and brushing. Represent the Township in a professional manner and ensure all Public Works Department assignments are completed in a prompt, efficient, and safe manner. Respond to resident inquiries, service requests, and complaints in a timely and professional manner. Train junior staff in road operations and maintenance. 	50%
<p><u>Deputy Municipal Roads Superintendent</u></p> <ul style="list-style-type: none"> Appointed by Township bylaw in the absence of the Director, performs all duties under the authority of the Ministry of Transportation. 	

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Patrol and monitor roads to identify deficiencies, ensure compliance with legislation, standards and policies. • Oversees and schedules complete safety device inspection and maintenance including signs, guardrails, bridges and routine patrols verifying road conditions meet or exceed the Minimum Maintenance Standards as defined in the Municipal Act. • Issuance and inspection of entrance permits. • Issuance of Right of Way permits. • Investigates and records motor vehicle collisions and provides documentation and testimony to any court filing. 	10%
<p><u>Heavy Equipment Operator</u></p> <p>General:</p> <ul style="list-style-type: none"> • Performing manual labour including the use of hand tools and equipment such as shovels, augers, chainsaws manual tampers, push behind vibrator compactor etc., weighing up to 40lbs. • Operating motor graders, loaders and tandem truck equipment, including hauling tri-axle trailers. • Respond to call-in for duty, within 45 mins. • Washing Equipment <p>Roads:</p> <ul style="list-style-type: none"> • Performing winter road snow plowing operations, using snow equipment attachments. • Grading/re-grading of gravel roads, including adding additional aggregate material. • Excavating and maintaining roadside ditches to ensure drainage • Clearing trees, brush and roadside vegetation • Culvert inspections and replacements • Patching, installation of traffic signs, catch basin clearing • Performing traffic management plans during construction and/or maintenance work. <p>Storm Water Ponds & Municipal Drains:</p> <ul style="list-style-type: none"> • Clearing of debris and leaf litter • Cutting of growth vegetation and trees • Unclogging of any blockages <p>Parks:</p> <ul style="list-style-type: none"> • Maintenance of hard surfaces including gravel pathways, fencing, playground equipment and structures • Garbage removal and routine inspections. <p>Cemeteries:</p> <ul style="list-style-type: none"> • Excavate burial plots • Re-sodding of burial plots <p>Gravel Pit:</p> <ul style="list-style-type: none"> • Loading of aggregates material into trucks • Dumping and place setting of aggregate stockpiles 	40%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Qualifications

Education (degree/diploma/certifications)

- Valid Ontario Class DZ Driver’s License and maintain a clean driver’s abstract.
- TJ Mahony Road School or equivalent
- Eligibility for or holder of a Certified Road Supervisor (CRS) designation from the Association of Ontario Road Supervisors

Experience

- Leadership experience in a municipal and/or public sector agency.
- Minimum two years’ experience in municipal roads operations and maintenance.

Knowledge/Skill/Ability

- Strong organizational and time-management skills with attention to detail, in a time sensitive environment.
- Excellent verbal and written communication skills.
- OTM Book 7 Temporary Conditions
- O. Reg. 239/02 Minimum Maintenance Standards
- Occupation Health & Safety Act
- Constructor/Employer responsibilities
- Strong customer service and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.



Work Setting

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Township Staff	Constant	Assist, inform, research, compile
Members of Council	Occasional	Assist, inform

Contact	Frequency	Nature of Interaction
Township Residents	Constant	Complaints & Permits
General Public	Frequent	General inquiries
Other Municipalities	Occasional	Comparing and coordinating municipal processes

Hours of Work

Normal	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
After Hours On-Call	<input checked="" type="checkbox"/>
Over-time (How often? Expand below)	<input checked="" type="checkbox"/>

1. During the Winter Control period (Oct 15 – April 30) this position is scheduled to work on evenings and weekends.
2. This position participates in the after-hours on-call rotation every few weeks.
3. Overtime is primarily driven by seasonal weather-related events impacting roadways including rural ditches, such as snow, ice, and localized flooding.

This position is eligible for the following compensation:

- After hours On-Call Pay
- Overtime Pay

Working Conditions:

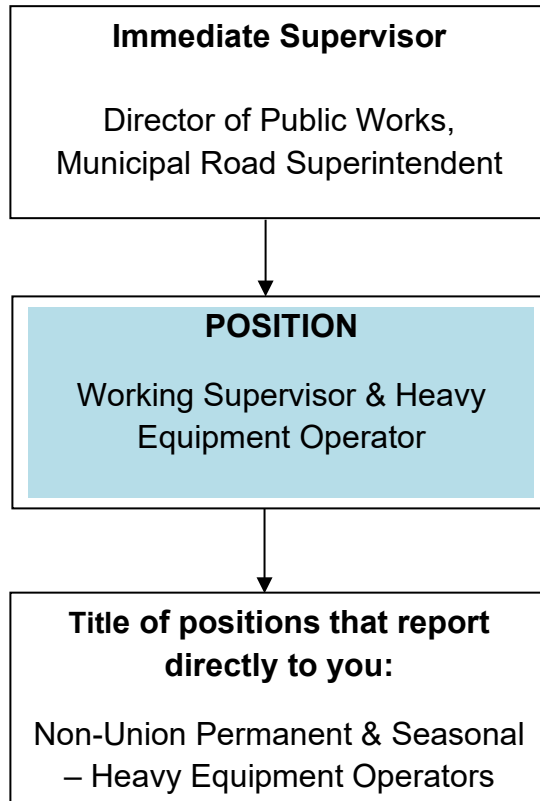
1. Work is performed outdoors in extreme cold, wet and/or hot conditions.
2. Work setting is inside an industrial fleet garage with exposure to exhaust fumes.
3. Work requires lifting, bending and walking with 40lbs for extended durations.
4. Evenings, weekends, overtime and on-call shifts required.
5. Must be able to respond to call-ins within 45 minutes.
6. The Township is a non-union work environment.



Position Classification

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



This job description is intended to outline the general responsibilities and qualifications for this role. Duties may be modified as required to meet the needs of the municipality.