

The Township of Hilton

POSITION DESCRIPTION

1. Position Title/Position Level:

Road Superintendent/Public Works Foreman

2. Reporting Relationship:

Reports to the Township Council

3. Authority of Position:

Authority delegated by Council and subject to standards set by Ministry of Transportation Ontario – is given latitude and expected to manage the roads, carry out Public Works responsibilities, make decisions based on policy and financial restraints and utilization of maintenance management procedures.

4. Responsibilities:

All Aspects of Road Maintenance:

plowing
ice blading
sanding
shoulders
patching
grading
surface treating
brushing
tree removal
flood damage
bridges and culverts
dust control (calcium)

Equipment Used:

Backhoe
Tractor Mower
Grader
Snow Plow
Chainsaw
Excavator
Float
Pick-up Truck
Weed trimmer
Hand tools

Road Superintendent

- Recommends to Council the hiring, training and assignment of staff under his/her direction.
- Ensures that Occupational Health and Safety practices are strictly observed.
- Responsible for the handling of potentially hazardous material.
- Modifies work schedules when required, i.e. to accommodate emergency situations.
- Monitors and predicts weather conditions daily, i.e. rainstorms, windstorms, snowstorms, drifting snow, ice conditions etc.
- Documents road conditions and weather on a daily basis in Roads Journal as well as maintaining accurate records of hours and duties completed.
- Drafts operating and capital budgets, devises and analysis of plans, priorities and costs, subject to Council's approval.
- Researches information for the calculation and documentation required for the purchase of equipment and/or services, i.e. gravel, calcium, specialized one-time purchases – truck, brush saw, etc.
- Performs the Public Works operations within approved budgets and monitors budget performance.
- Responsible for general maintenance of Township buildings and grounds as well as overseeing the design of any new construction on the municipal property or within the parks.
- Responsible for taking all Municipal Office garbage and recycling to the landfill.
- Responsible to ensure that the safety, attractiveness and convenience of Township roads, streets and corridors are in accordance with the Township's practices or policies.
- Responsible for the removal of deceased animals found on township roads.

- Responsible for the maintenance of the civic addressing for the 911 system.
- Responsible for the issuance and inspection of entrance permits.
- Responsible for performing circle checks of all Township vehicles and Public Works equipment, maintenance and repairs, and identifying when a mechanic is needed while complying with operation manuals and sensible maintenance standards.
- Responsible for calculating, ordering, installing and maintenance of public signage, i.e. stop signs, yield signs, etc.
- Responsible for the inventory of equipment, supplies and material required for maintenance and construction programs and ensures that adequate supplies are on hand to meet Township requirements.
- Responsible for recommendations to Council prior to the purchase of equipment and material. When equipment or material is required on an emergency basis, notice given to the Head of Council will be considered sufficient.
- Responsible for the monitoring of the flow of waterways within the Township, i.e. beavers, ice jams and maintains proper slope and drainage of all road surfaces.
- Responsible for the elimination or control of nuisance beavers, i.e. trapping, pulling dams.
- Responsible for routinely patrolling roads including before and after foul weather to correct liabilities on township roads & right of ways, locating potential problems and performing the necessary repairs before they become safety hazards or an inconvenience to the public, i.e. potholes, fallen trees, wash-outs, drifting snow, signs, etc.
- Supervises the work of outside contractors and tradespeople on construction and repair projects including gravel and calcium tenders, ditching, culverts and brushing.

Road Superintendent

- Prepares and updates the five-year upgrading plan for the Public Works and Road operations including the equipment list.
- Responsible for the maintenance of the municipal water system.
- Responsible for the cemetery and parks' maintenance – grass cutting, emptying of garbage cans, cleaning and maintaining outhouses and change houses, landscaping, etc.
- Responsible for accurately measuring and marking cemetery lots, and opening and closing of lots for cremated interments/disinterments.
- Provides regular reports to Council on the Public Works operations, i.e. status reports on projects, information on maintenance programs and investigation of public complaints.
- Provides policy advice and guidance; develops alternatives and presents operational reports; receives policy direction.
- Maintains a good rapport with the general public.
- Investigates and follows up promptly on inquiries, requests for service and complaints from the public with the ability to explain the Public Works operations carefully and tactfully to the public, e.g., the reasons why certain work is being done.
- Performs other related duties as assigned by Council.

Requirements

- Grade 12 diploma or equivalent
- Valid DZ license (AZ preferred) with a minimum of 2 years' clean driver's abstract.
- Chainsaw operation certificate or willingness to obtain
- Flexibility to adjust daily work schedule on short notice in accordance with weather, animal activity, pre-scheduled meetings or training.

- Attend E.A.R.S. meetings and Council meetings as required.
- Maintain knowledge and skill at a high level by taking advantage of training opportunities offered through conferences, seminars, briefing sessions and selected reading.
- Ability to use a wide range of hand tools
- Must be able to lift up to 22.5 kg (50 lbs.) regularly as duties can be physically strenuous.
- Must be able to work in all weather conditions.
- Thorough knowledge of road construction and maintenance practices.
- Must be able to work unusual hours with a minimum of 40 hours per week and as required to deal with evening and weekend emergencies, responding quickly and decisively, as well as longer hours required to complete construction projects within limited season available.
- Must be able to attend evening Council Meetings.
- Must be able to work alone (all hours of the day and night) regardless of timeframe with no relief until job is complete or hazard has subsided.

Knowledge and Skills

- High level of managerial, mechanical, organizational and technical skills
- Excellent verbal and written communications skills
- High level of problem solving on an ongoing basis.
- Good understanding of the policies that affect Municipal Public Works in connection with the Ministry of Transportation Ontario, Ministry of Natural Resources, Department of Fisheries Ontario, Ministry of Environment, Ministry of Labour and WHIMIS.

- Computer skills; Microsoft office suite, email, google.
- Able to read and understand basic construction drawings, permits, subdivisions, Great Lakes Power etc.
- Able to perform and understand basic mathematical calculations
- Must be self-motivated, with the ability to work independently as well as within a team
- Able to manage stressful situations and interruptions

Impact of Error

- Errors in judgement, organization, management or actual operation would reduce the Public Works program effectiveness and would increase costs as well as resulting in confusion, poor staff morale, embarrassment to Council and inconvenience to the public.
- Public endangerment, property damage and potential legal liability could result.
- Poor advice to Council would result in ill-conceived policies and plans, increased costs and poor public relations.

Control

The position is primarily self-directed with additional policy direction from the Council and administrative assistance from the Clerk-Treasurer.