
MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

October 2022

JOB TITLE: Road Supervisor

DEPARTMENT: Public Works

DIVISION: Roads and Operations

DIRECTLY RESPONSIBLE TO: Director of Public Works

INDIRECTLY RESPONSIBLE TO: Municipal CAO/Clerk

MAIN PURPOSE:

Reporting to the Director of Public Works, the Road Supervisor is responsible for organizing, implementing, deploying staff resources, and supervising work activities according to established service levels, procedures, and priorities. Supervises Public Works staff and contractors and coordinates the use of equipment and contractual work in order to ensure that all work is carried out in an effective and efficient manner. Has regular interaction with staff, contractors, and the public. Responds to oral and written inquiries from the public, other Municipality staff and government agencies and provides information in order to foster constructive relationships.

KEY RESPONSIBILITIES:

- Supervises and directs the activities of assigned staff; coordinates, prioritizes, and assign tasks and projects; tracks and reviews work progress and activities; reviews time sheets
- Ensuring all staff adhere to the Health and Safety related regulations and Municipal policies to ensure the safety of staff and the public
- Manage the day-to day scheduling, organization, co-ordination and monitoring with Public Works staff; identifies areas of concern/problems and resolves situation and/or refers to the Director of Public Works for resolution
- Schedules construction and maintenance activities, oversees and evaluates work in progress and ensures that all activities meet specifications, codes, and regulations
- Responds to oral and written inquiries from the public as directed and reports the outcome of the discussions to the Director of Public Works; provides information

- regarding projects, construction and repair schedules and departmental activities
- Assists in the identification of capital project and capital equipment needs, budget appropriately; assists with supervision of construction programs and projects
- Directs the maintenance of accurate records and files and prepares a variety of periodic and special reports and correspondence
- Assists with the selection, hiring, training and evaluation of subordinate Public Works staff and make recommendations to the Director of Public Works and assists with any discipline matters that may arise
- Manages, motivates, and mentors staff; cultivating innovation, creativity and builds a highly effective team while delivering high standards of work quality and organizational performance; completes annual Performance Reviews and maintains accurate documentation that may be relied upon for disciplinary action
- Ensures compliance of all activities with the **Occupational Health and Safety Act** and other applicable legislation:
 - Enforces the Municipal Health and Safety Program, procedures, and best practices
 - Implements, conducts, and ensures due diligence with respect to all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures, and correcting hazards
 - Prepares and approves Traffic Protection Plans for workers who may be exposed to traffic and vehicular hazards
- Inspects Municipal Consent and Road Occupancy Permits works, as required, noting deficiencies and/or approving release of security hold backs, and other inspection activities to protect municipal infrastructure
- Completes daily operational and safety checks for equipment, maintains appropriate documentation, and ensures necessary repairs and maintenance are carried out
- Operates equipment and vehicles as necessary
- Supervises inspection and maintenance programs for all Public Works services within his/her area, ensuring compliance with Municipal and Provincial standards
- Liaises with Utilities to discuss location of services and maintenance of existing Infrastructure
- Conducts regular inspection of road systems, recommends action for maintenance and/or repair as appropriate
- Inspects and make recommendations for new entrances, drainage works onto the road system and measures for 911/civic addressing
- Discusses work plans, schedules and priorities with Director of Public Works and makes him/herself familiar with standards and specifications for planned projects
- Requisitions supplies, materials, and equipment for work activities in accordance with established budgetary guidelines and arranges timely delivery of same
- Assists in the preparation of the Public Works long term and annual operating and capital budgets through identification and recommendation of the type and amount of equipment, materials and supplies required to meet the requirements of the various programs

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Municipality of Centre Hastings reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

POSITION RESPONSIBILITIES:

- Must have ability to use engineering principals/tools to layout construction and maintenance of roads, ditches, drainage systems and other projects deemed a priority of the municipality
- Must have knowledge of and keep current on public works standards and levels of service requirements, applicable by-laws and other legislation relating to the Public Works functions of roads
- Must keep abreast of new construction and maintenance practices that could result in a more cost-effective operation
- Must be prepared to be “on call” and available to work 24 hours a day, 7 days a week as required to handle emergencies or to meet deadlines, except during approved vacation periods

EDUCATION/EXPERIENCE/SKILLS/TRAINING:

- Completion of Grade 12, or equivalent; Post-secondary Education and Certified Engineering Technician or Technologist designation considered an asset; Certified Road Supervisor – Intermediate (CRS-I) designation or working toward or willing to obtain
- Proficient computer skills in all relevant technologies within the Public Works Department, including Microsoft Word, Outlook, and Excel
- Skills and knowledge in the use and operation of all equipment within the Road’s Department including snowplough trucks, motor graders, tractors, loaders, backhoe, etc.
- Demonstrated ability to be a team player and coach with an ability to establish effective working relationships with other employees and the general public and to provide information to the public in order to ensure polite, tactful relations
- Knowledge of the application of the Ontario Traffic Manual (OTM), including Book 7 (Temporary Conditions), Minimum Maintenance Standards (MMS), Ontario Provincial Standards (OPS) and Chainsaw Safety and operation
- Knowledge and demonstrated experience working in a computerized environment including, Automatic Vehicle Locating (AVL) / Fleet Monitoring systems, Geographical Information Systems (GIS), Mobile Operations Management Software and other work management software
- Supervisory experience would be considered an asset, specifically relating to road construction and maintenance, drainage, and scheduling of daily activities
- Excellent organizational, problem-solving, supervisory, communication and leadership skills

- Competency in basic report writing and presentations
- Must possess and maintain minimum a valid Class “D” Province of Ontario Driver’s License with a “Z” endorsement

OTHER FACTORS TO CONSIDER:

- Work is diversified and complex and involves developing solutions to problems for major functions such as:
 - Plough routes
 - Salt and sand spreading protocols
 - Drainage ditches, culverts, bridges, storm sewers
 - Gravel production, placement, shaping and maintaining on surface and shoulders
 - A variety of surface treatments and pavements
 - Roadside safety devices
 - Engineering surveys
 - Regulatory signage and traffic management
- Must consider a variety of factors when planning the deployment of operations, such as:
 - Preparing operators for safe and competent capacity
 - Assigning most competent operators to task
 - Assigning suited equipment to task
 - Having considered availability of operator/s and equipment
 - Having arranged for necessary materials and products beforehand
 - Being aware of the procedures and policies in play
 - Making local arrangements with users and property owners
 - Frequently (several days per week) carries out complex tasks requiring a high degree of concentration that can interfere with other activities, the periodic need to assess a variety of options and use complicated analytical methods and such activities have a critical impact on overall job performance
 - Standing, climbing stairs, walking on uneven surfaces in excess of two hours
- Work involves co-ordination where the employee is required to perform tasks that demand the accurate co-ordination of coarse movements, where speed is a secondary consideration. For example:
 - Driving is a regular daily requirement of the job
 - Responding to work demands at irregular hours of the week
 - Accessing equipment, stockpiles, racked inventory, facilities
 - Incorrect or inappropriate decisions can have a serious impact on the municipality’s reputation, financial status, employee relations, safety record or administrative efficiency and can affect an important segment of the municipality’s operations. Freedom to act within policy guidelines is extensive but is limited to review at a higher staff or political level before major decisions are made
 - Gives direct supervision and directs the work of a large unit of the organization

- with responsibility for assigning work, checking results, controlling costs and handling personnel problems
- Regularly participates in the formulation of programs/policies affecting an important segment of municipal operations
 - Work involves frequent and regular contact with the public and it requires a significant degree of skill in personal relationships
 - Occasionally exposed to conditions of severe discomfort or physical hazards and has no reasonable means to avoid exposure
 - Regularly exposed to conditions of high stress caused by such things as dealing with very irate people, meeting tight deadlines, constant interruptions, life and death situations and similar circumstances where there is no reasonable means to avoid exposure.

WORKING RELATIONSHIPS:

- **Internal:** Other Department Staff, Supervisor of Parks/Rec and Facilities, Environmental Supervisor and Director of Public Works.
- **External:** Contract agencies, suppliers of services and equipment.

WORKING CONDITIONS:

- Required to work 40 hours per week; (additional hours can be expected).
- Availability to work evening and/or weekends as necessary and respond to emergencies
- Must carry the On-Call phone and be available 24/7 except for weekend rotation and booked vacation (as long as there is an Operator available).
- Both inside and outside work in all seasons.
- Periodically requires physical labour.
- Travel may be required.
- Availability to attend evening and/or weekend meetings as requested/required.