



Township of Essa Job Description

Position Title: Roads Supervisor May 2020

Reports to:	Manager of Public Works	Last Revision Date:	May 2020
Department:	Public Works	Supervise staff or assign work (lead hand) or no HR responsibility?	Yes
Location:	Roads Garage	List all positions directly supervised:	Assistant Supervisor
Standard weekly hours per employment agreement:	40	List of all position indirectly supervised:	All Roads staff
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full Time	Pay Band #:	
Pay Method: (Salary or Hourly)	Hourly	On Call (Yes reference to details)	Yes
Overtime (Eligible? Weekly Threshold?):	Yes, after 40 hours	Eligible for all staff group benefits? (yes/no) If eligible for some describe which:	Yes
		Eligible for OMERS? (yes/no)	Yes

Scope (Purpose) of Position:

To supervise infrastructure programs and projects including road maintenance and construction, public works operations, and other municipal activities as required.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate team work and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
Winter Roads Maintenance	<ul style="list-style-type: none"> • Maintains roads in good condition for safe, hazard-free driving. • Operates a tandem plough and other snow/sanding equipment. • On call during the winter season. • Must coordinate staff for weekend and after hours calls for service relating to heavy snow, flooding, wash-out issues, etc. 	
Construction and Maintenance	<ul style="list-style-type: none"> • Organizes, supervises and implements work activities according to planned targets, procedures and priorities. • Coordinates all manpower, equipment and contractual work for such operations as: <ul style="list-style-type: none"> • Construction projects • Paving preparation • Building retaining walls, maintaining fences and bridges • Gravel spreading • Preparing and installing street signs, etc. • Schedules and supervises the day-to-day activities of assigned staff to ensure all Township standards are adhered to. • On stand-by at times in the summer season. • Liaises with utility services to discuss locations of services and maintenance of existing sewer and water systems as required. • Conducts regular inspections of road systems; recommends and/or undertakes action for maintenance and/or repair as appropriate. • Shall be required to perform labour intensive tasks such as, but not limited to, tree removal, patching of hard-topped roads, shoveling and raking, culvert installation and removal, catch basin cleaning, lifting, maintenance and servicing of small and heavy equipment, sign installation, guide post installation. 	



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Equipment and Tools	<ul style="list-style-type: none"> • Operates equipment and carries out labour intensive tasks. • Performs repairs and welding on equipment as able/qualified. • Minor equipment repairs or coordination of such. • Coordinates repairs of all equipment with outside sources. 	
Documentation	<ul style="list-style-type: none"> • Reports on staffing issues to the Manager of Public Works. • Carries out performance reviews for the Manager's approval. • Recommends selection of staff for hiring full-time/advancement. • Deploys staff to daily tasks/projects. • Schedules work crews. • Inspects roads and road conditions. • Oversees and ensures completeness in the documentation of all forms/vehicle inspections, etc. of roads staff. • Reviews all work orders and invoicing for supplies, equipment, and mechanical repairs related to the Roads Garage. 	

Other details of the position

1. Describe the type of problems this position may have to solve.

Decisions made from defined alternatives. Some problems to solve, in particular as it relates to staff; some judgement required, some initiative required. Maintenance of equipment, responsible for safe roads. Asked for input into decisions.

2. Describe the type of decisions this position may have to make.

Periodic creativity required. Encouraged to make suggestions to the Manager of Public Works to improve the efficiency and effectiveness of own workflow and others.

3. List the non-supervisory business relationships that come with the position.

Relations with own staff and external suppliers on a frequent basis. Adequate interpersonal, oral and written communication skills required.

4. Any responsibility for material resources required by the position? If so list.

Responsible for vehicles and heavy machinery and care of GPS software devices. Roads and infrastructure.

5. Any responsibility for information resources required by the position? If so list.

Responsible for the collection and storage of GPS data and risk management.



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6. What is the spending limit for purchases of the position?

Visa card \$2,500 – all purchases to be approved by the Manager of Public Works.

7. Any budget involvement? If so explain

None – all budgets prepared by the Manager of Public Works.

Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications			X	
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation			X	
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
2. Stakeholder Contact				
(a) Knowledge of the services provided				X
(b) Professional manner in dealing with stakeholders				X
(c) Customer focused orientation (can do)				X
(d) Build strong relationships			X	
(e) Continually improve service			X	
3. Leadership				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change		X		
(c) Translate the strategy & plan into action & results		X		
(d) Flexible & adaptive (open to new ideas)			X	
(e) Innovate			X	
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)			X	
(h) Empathy			X	



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(i) Confidence			X	
(j) Active listening			X	
4. Supervisory				
(a) Coach & mentor			X	
(b) Empower & delegate			X	
(c) Manage job performance (give continuous corrective feedback)			X	
(d) Discipline and tough decisions as appropriate			X	
(e) Manage succession planning		X		
(f) Create and manage personal development plans for reports			X	
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
6. Working Skills				
(a) Manage workload and meet deadlines (time management)			X	
(b) Deliver results (work ethic)			X	
(c) Manage stress			X	
(d) Manage quality of own work (attention to detail)			X	
(e) Ethics & integrity			X	
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)		X		
(h) Organization including project management			X	

Qualifications

Formal Education & Training:

College diploma plus Certified Roads Supervisor accreditation.

Required in house training:

Propane, Chainsaw and Safe Fuel Handling, MESH software, hoist and safe lifting training.



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Work Experience:

4 years.

Specific Technical & Sector Skills required:

DZ Licence. Accu-grade training.

Physical Skill & Effort and Working Conditions

Regular use of one physical skill and occasional periods of physical exertion producing moderate levels of fatigue.

Mental Skill & Effort and Working Conditions

Considerable mental skill, effort and judgement required. Uses judgement to make decisions that affect the organization.

SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head:		
Chief Administrative Officer:		