

TOWNSHIP OF MCNAB/BRAESIDE**PERFORMANCE MANAGEMENT**

TOWNSHIP OF MCNAB/BRAESIDE Job Description	<i>Job Title:</i> <u>Public Works Supervisor</u>	<i>Page #</i> <u>1</u>
<i>Location:</i> <u>Municipal Office / Roads Garage</u> <i>Department:</i> <u>Roads</u>	<i>Reports To:</i> <u>Public Works Director</u>	<i>Revision date:</i> <u>March 2025</u> <i>Salary grid:</i>
<i>Approval:</i> <div style="display: inline-block; vertical-align: top; margin-right: 20px;"> { } { } { } </div> <div style="display: inline-block; vertical-align: top;"> Department Head Supervisor Employee(s) </div>		

Position Summary:

Reporting to the Director of Public Works, the Public Works Supervisor is responsible for safe and efficient supervision of the daily operations, including manpower and equipment, to ensure cost-effective delivery of road services. The Public Works Supervisor is to plan, promote, develop, direct and administer a comprehensive program of construction, maintenance and repair of the public streets, culverts, drainage, other municipal infrastructure, vehicles and equipment within the guidelines of Council policy, and Federal and Provincial Legislation.

Qualifications:

- Secondary school Diploma. A CRS (Certified Road Supervisor) or CET (Certified Engineering Technologist) designation would be considered an asset;
- Minimum four (4) years of progressive experience, preferably in a municipal operations environment, with significant winter control experience;
- A strong understanding of the Occupational Health and Safety Act, and all applicable legislation pertaining to hours of work, minimum maintenance standards and roads operations policy and best practice;
- Proficiency in the use of computer applications such as MS software, Geotab and work order software;
- Strong interpersonal skills and leadership ability combined with excellent written and verbal communication skills.
- Possess and maintain valid Class G Driver's License with satisfactory driver's abstract is mandatory, a valid Class DZ license is considered an asset.

Position responsibilities:

1. Program/Service

- Provides leadership and direction to supervisory and supporting staff in the implementation of the roads maintenance function. Schedules and evaluates staff in accordance with established policies and procedures.
- Develops and administers maintenance and construction programs for the operation and rehabilitation of municipal roads.
- Participates in the development and review of policies, procedures, standards, plans and programs governing the Public Works department. Provides advice to Public Works Director.
- Reviews recommendations from staff and ratepayers concerning specific problems which might be solved through major maintenance construction or reconstruction, and reports on same to Public Works Director.
- Conducts regular inspections of road maintenance activity, investigates problem areas and ensures that maintenance crews are carrying out planned and scheduled work according to desired quality levels.
- Ensures the minimum maintenance standards for Municipal Highways are being met with regard to monitoring, inspecting, repair and record keeping.
- Participates in the preparation of annual capital and operating budgets for road functions, and manages road maintenance operations within approved budgets.
- Manages inventory of equipment, supplies, vehicles required for road construction and maintenance programs, ensures all equipment is maintained and repaired promptly to eliminate breakdown and safety hazards.
- Oversees completion of regulatory commercial vehicle inspections per CVOR system.
- Performs administrative duties including maintaining accurate employee and equipment records.
- Prepares electronic road time sheets for payroll.
- Supervises the work of outside contractors and tradespeople on special construction and repair projects.
- Investigates and conducts prompt follow-up on questions and complaints from the public. Submits reports on all enquiries related to claims or complaints to the appropriate authority.

- Ensures that occupational health and safety practices are observed and implemented.
- Develops and trains staff on Standard Operating Procedures (SOP's)
- Performs other duties as specified by Public Works Director.
- Supervises the operation and maintenance of all services coming within the jurisdiction of the Public Works Department through the effective scheduling and supervision of employees.
- Ensures that all regulations and requirements of by-laws and statutes relevant to the Public Works Department are enforced as required.
- Regularly visits work sites to check on safety procedures, investigates accidents that may occur and ensures that safety regulations are adhered to.
- Patrols areas within the jurisdiction of the municipality to ensure that snow removal services are carried out in an effective manner during the winter months and determines necessary requirements for staff, equipment, volume and frequency required to provide adequate services.
- Performs snow removal activities as needed to meet the requirements of the department.
- Keeps abreast of all technology, systems and methodologies necessary to ensure maximum services to the municipality and ensures that all subordinate staff are informed of new processes and procedures as required.
- Employs, directs, and discharges all employees and equipment required to carry out the work, and to advise the Director of Public Works as to the materials required.
- To examine and certify all bills or accounts against the Township for materials and labour used in roads operations, and to make, or cause to be made, the measurements and examinations necessary for such purposes.
- To keep stored and protected all machinery, tools, materials and implements owned or used by the municipality.
- To supervise all winter, spring, summer and fall maintenance and new construction in accordance with policies adopted by the Council, to meet the needs of the municipality.
- To supervise the performance of all maintenance work carried out by contract and to certify as to its completion.
- Administers a rotational on-call program for the Public Works Department

- Attends Committee of the Whole/Council/special meetings as required, making recommendations and submitting reports.
- Responsible for the purchasing of supplies and materials for Public Works Department in accordance to the Township's purchasing of goods and services bylaw.
- Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Utilities: (Hydro, Bell, Cable, Gas Companies)

- Inspect all applications for location and installation of poles, anchors, cable, terminals, lines and services on municipal property and road allowances.
- Follow up and correspond with same regarding Municipal Consent.
- Review ONICALL Locate Requests and provide responses as to the Township's buried infrastructure.

9-1-1 Signs:

- Arrange and supervise the installation of 9-1-1 signs.
- Perform required review and calculations required to designate new civic addresses.

Entrance Applications:

- Inspect all locations applying for entrance.
- Complete and recommend application (site preparation, sizing, material depth, etc.).
- Follow up to completion with inspection.

2. Human Resources

- Supervises all personnel in the road maintenance and construction function. Directly supervises members of work crews, including equipment operators, truck drivers, labourers and seasonal staff.

3. Financial Resources

- Assists the Public Works Director in the preparation of annual Roads Department operating budget.

4. Material Resources

- Ensures the safe operation and management of large equipment, vehicles and supplies such as trucks, graders, loaders, etc.
- Ensures the safety, maintenance and management of all equipment, vehicles and material resources utilized in the provision of Public Works services to the municipality.

SKILL AND EFFORT

5. Knowledge

- Thorough knowledge of construction and maintenance techniques and equipment and heavy machinery operation as normally acquired through post-secondary education in an engineering discipline combined with several years of related experience.
- Strong supervisory and administrative skills to plan, organize and implement road maintenance, construction activities.
- Detailed knowledge of, and the ability to interpret and administer a variety of regulations, acts, contractual agreements, policies and guidelines pertaining to the Roads Department.
- Sound technical knowledge of all Road services including storm drains, tile drains, and roads.
- Excellent managerial and administrative skills to plan, direct and supervise departmental activities involving professional and technical people and the general work force.
- Excellent communication skills, both oral and written, to provide advice and direction to reporting staff, provide information to the general public, liaise with contractors and outside agencies, etc.
- Interpersonal skills to maintain pleasant and effective relations with staff and the general public.

6. Physical Skill and Effort

Good physical condition required to conduct inspections.

7. Decision Making and Judgement

Judgement is exercised in:

- Inspecting road construction projects to ensure that acceptable standards of quality and efficiency are being met.
- Supervising the employees of the Public Works Department, implementing appropriate training and development programs and evaluating performance of subordinates.
- Determining the priority or repair and construction of road operations.
- Work is performed under the general direction of the Public Works Director.
- Developing manpower strategies to maximize utilization of staff and to ensure effective training and development system are in place.
- Handling confidential information.

8. Interpersonal Skills/Contacts

Interpersonal skills to provide effective leadership to the department and to ensure harmonious public relations at all times with the general public.

Internal:

- With Public Works Staff to implement a safe and efficient delivery of road services.
- With Public Works Director for the exchange of information and to implement municipal policies and procedures.

External:

- With the general public to explain road maintenance operations and to respond to questions and complaints.
- With Road supervisors in other municipalities to obtain information on various road related issues.
- With tradespeople and contractors to purchase equipment and services.
- With the Ministry of Environment and the Ministry of Transportation and Communications officials for advice and information as required.

WORKING CONDITIONS

9. Environment

- Works in an office/garage environment. Travels to work sites in order to monitor the progress of projects
- Exposed to inclement weather conditions such as blizzards, whiteouts, ice storms, fog etc.
- Visits outside work sites, service facilities (i.e. Hydro, Bell, Gas, Cable systems) on a regular basis.

10. Control over Work Schedule

- Works overtime and unusual work hours as required responding to emergencies and poor weather conditions, even when not on call.
- Position is subject to rotational on-call.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.