TOWNSHIP OF TEHKUMMAH

ROADS SUPERINTENDENT
Job Description
as of November 13, 2018

REPORTS TO: Clerk-Administrator or designate

SCOPE of Position/Summary of Duties:

Authority to manage the Public Works operation in accordance with provincial legislation, Council direction and within approved budget constraints.

RESPONSIBILITIES:

MANAGEMENT:

- Recommends to the Clerk-Administrator for the hiring, training and assignment of staff under his/her direction.
- Plans, organizes and assigns the work to the Public Works crew and discusses plans and priorities with crew members.
- Evaluates the performance of Public Works employees and recommends to the Clerk-Administrator appropriate action for staff status changes.
- Uses contemporary management techniques; maintains accessibility to workers to discuss ideas and problems, reviews work in progress and provides leadership and guidance.
- Ensures that Occupational Health and Safety practices are strictly observed.
- Modifies work schedules when required, i.e., to deal with emergency situations.
- Keeps staff informed on Township policies that affect them.

ADMINISTRATION:

- Drafts operating and capital budgets; discusses plans, priorities and costs with the Clerk-Administrator and other Council Committees; considers alternative methods of achieving Public Works objectives.

- Manages Public Works operations within approved budgets and monitors budget performance.

- Directs the Public Works operation to ensure the safety, attractiveness and convenience of Township roads and streets in the urban areas, bridges and drains, brush cutting, snow removal services, municipal landfill site, etc., in accordance with Township policies.

- Manages the maintenance and repair of Township vehicles and Public Works equipment to eliminate breakdowns and safety hazards complying with operating manuals and sensible maintenance standards.

- Manages the inventory of equipment, supplies and material required for maintenance and construction programs; ensures that adequate supplies are on hand to meet Township requirements.

- Responsible for recommendations to Council prior to the purchase of equipment and material. Responsible for the servicing of vehicles and equipment. Complies with Township purchasing policies and tendering procedures. Recommends the use of suppliers and service firms.

- Informs the Clerk-Administrator, Committee and Council of emergency purchases of goods and services.

- Performs administrative responsibilities according to requirements according to requirements of the Ministry of Transportation legislation, policy and administrative procedures.

- Responsible for locating potential problems and making the necessary repairs before they become safety hazards causing an inconvenience to the public.

- Supervises the work of outside contractors and tradespeople on special construction and repair projects.

- Prepares and updates the five-year upgrading plan for Public Works and road operations including the equipment list.

POLICY ADVICE

- Provides advice and guidance to Council and Standing Committees on the development of plans, priorities and policies for effective Public Works services; discusses service standards and costs, recommends the adoption of budgets and the eligibility for provincial grants and subsidies (notable from the Ministry of Transportation).

- Advises on the use of special vehicles and equipment that may be required for particular tasks and on the benefits of renting or buying goods and services.

- Provides regular reports to the Roads Committee and Council on the Public Works operations, i.e., status reports on projects, information on maintenance programs, and investigation of public complaints.

- Participates in the periodic evaluation of the Public Works operation – provides necessary analysis of plans, policies and the results of efforts to maintain an economical operation at the desired level of quality.

- Serves on special committees which require Public Works management expertise.

OTHER RESPONSIBILITIES

- Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through conferences, seminars, briefing session and selected reading.

- Performs other related duties as assigned by Council.

AUTHORITY OF POSITION

- Authority delegated by the Clerk-Administrator; is given latitude and expected to carry out Public Works responsibilities; makes decisions based on policy and financial restraints and utilization of maintenance management procedures.

WORKING RELATIONSHIPS

With Council, Committees and the Clerk-Administrator

- Provides policy advice and guidance; develops alternatives and presents operational reports; receives policy direction.

With Public Works Staff

- Plans and organizes programs and projects – assigns and follows up on projects; provides direction, training, and leadership.

With Other Township Staff

- Normal courtesy and cooperation; maintains harmonious relations – obtains accounting services from Treasury.

With External Contacts

- Maintains an effective working relationship with the Ministry of Transportation and with Consulting Engineers. Represents the Township's Public Works need in discussions with them.

- When obtaining information on goods and services from suppliers, keeps informed about the capacity of equipment and up-to-date on new techniques and equipment.

With Public and Media

- Investigates and follows up promptly on inquiries and complaints from the public – explains the Public Works operations carefully and tactfully to the public, e.g., the reasons why certain work is being done.

KNOWLEDGE AND SKILL

- Post-secondary school education.

- Working knowledge of Microsoft Word and Excel and email programs

- High level of managerial, mechanical and technical skills acquired through training and municipal experience to direct a Township Public Works service that involves rural and urban problems.

- Leadership and communication skills; the ability to analyze problems and provide advice; a thorough understanding of maintenance management practices and the use of equipment and material; and the ability to manage people and to control budgets.

- Good understanding of the Ministry of Transportation policies that affect Municipal Public Works.

- Ability to respond quickly and decisively to emergency situations.

WORKING CONDITIONS

- Time spent on leadership and supervision; hands on working relationship within the Public Works Department; with public contact.

- Work is subject to interruption.

- Partly public office conditions; partly field work. Some exposure to physical hazards and to severe weather conditions.

- Usual hours of work – 40 hours a week and as required to deal with evening and weekend emergencies; attends meeting of Council and Committees if requested to do so.

IMPACT OF ERROR

- Errors in judgement, organization and management 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.

- Operational errors could reduce public safety.

- Poor advice to Council would result in ill-conceived policies and plans, increased costs and poor public relations.

CONTROL

- Receives policy direction from the Clerk-Administrator, Ministry of Transportation Public Works practices and contemporary management practices.