

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
ROADS SUPERINTENDENT

DEPARTMENT: Roads Department

POSITION: Roads Superintendent

REPORTS TO: Administrator

HOURS OF WORK: Full time position

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Knowledge of road maintenance and construction
- Prepare annual budget
- Current knowledge of provincial legislation, standards and directive.
- Able to do research and tender document development
- Must hold minimum of a valid Ontario DZ class Driver's License
- Able to demonstrate safe and effective operations of plow truck, dump truck and other equipment (backhoe, grader, etc.)
- Must hold or be willing to be trained for any other relevant licensing/certificate requested by the Township
- Knowledge and understanding of the Occupational Health and Safety Act.
- Demonstrate good communication skills with other staff and the general public
- Able to act as a team leader
- Able to follow all policies and procedures established by the township for the safe operations and maintenance of equipment and infrastructure.
- Knowledge and understanding of MTO Book 7
- Able to prioritize the maintenance of the township
- Able to organize and schedule work and projects
- Knowledge of the current union contract

DUTIES:

- **Supervise all roads department staff/contract workers and oversee but not limited to the following;**
- **Vehicle Operations** –snow plow, dump truck, pickup truck, including other motorized equipment, ensuring that all equipment is properly maintained and serviced as required.

- **Road Maintenance** – Repair, patching, sweeping, cleaning, grading, scarifying, gravel resurfacing, summer patrol, installation of safety equipment, devices and signs, culvert repair. Maintenance of roads in accordance with the road maintenance standards policy and legislative requirements. Enforcement of the half load season annually.
- **Road side Maintenance** – Grass moving, weeding, brushing, trimming, ditching, catch basins, curbs, gutters, sidewalks, debris pickup;
- **Winter Control** - Snow ploughing, sanding and salting of roads, snow removal, winter patrol;
- **Other Maintenance** – Vehicle and machine maintenance, cleaning and maintaining work areas.

Duties continued,

- On call for emergency requests as required
- Monitor weather on a daily basis for possible impacts on the roads system.
- Responsible for the overall operations of the roads department in accordance with all provincial legislations, standards, directives, and Township Policies.
- Work with various ministries such as MTO, MOE, MOL, MNR, etc. when necessary.
- Review and sign timesheets.
- Be the project manager for all road construction within the Township.
- Organize for, and review bridge inspections reports.
- Liaison with consultants/engineers as required
- Provide research and development for applicable funding opportunities
- Draft and submit all necessary RFP/RFQ's
- Provide or request staff training
- Review and update all road maintenance/shared service agreements
- Maintain all road signage within the Township.
- Develop and maintain a sign inventory
- Assist with and review the Township asset management plan
- Review expenditures to ensure they are within the limit of the budget
- Ensure the health and safety of all staff and work sites
- Ensure compliance with all Ministry and township policies and procedures
- Report to council as requested.
- Liaison on with other Township departments as required
- Process all entrance/access permits as required
- Resolve “day to day” operational issues and respond to complaints and inquires.
- Perform other duties assigned by Administrator