



## JOB DESCRIPTION – Public Works Supervisor

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<b>Prepared:</b>	<b>March 2023</b>
<b>Department:</b>	<b>Infrastructure and Building Services</b>
<b>Reports To:</b>	<b>Superintendent – Infrastructure and Building Services</b>
<b>Supervises:</b>	<b>Directly: 14 full time</b>
	<b>Indirectly: None</b>

### POSITION SUMMARY

The Public Works Supervisor provides leadership for a team who maintain the Township's right of ways, sidewalks, curbs and gutters, storm water management facilities, bridges, ditches, culverts, brushing and tree trimming year-round. The Supervisor is responsible for planning, managing, and budgeting for maintenance programs and ensuring compliance with all applicable legislative requirements.

### DUTIES and RESPONSIBILITIES

#### Supervision

- a) Participates in the recruitment and selection process as well as performs orientation for all new Public Works staff.
- b) Completes performance reviews, including goal setting, with all Public Works staff. Oversees training and the development of all Public Works staff.
- a) Organizes and schedules work assignments throughout the Township and assigns crews and equipment accordingly. Assists road crews when required due to scheduling and maintenance requirements or weather conditions.
- c) Supervises staff during road maintenance activities.
- d) Provides effective leadership, guidance, and accountability.
- e) Ensures compliance with all applicable legislative requirements.
- f) Supervises in accordance with all applicable Townships Human Resources policies and the terms of the Collective Agreement.
- g) Approves staff time sheets and tracks attendance and vacations.
- h) Reviews all patrol logs completed by staff.

#### Maintain Roads and Related Infrastructure to meet approved levels of service

- a) Schedules routine and special maintenance activities in consultation with the Superintendent.
- b) Monitors and assists staff to ensure safe and well-maintained road systems; winter control, sidewalks, curb and gutters, roadside safety devices, signage, drainage, culverts, street lighting, traffic control markings, roadside mowing, and tree and brush control.
- c) Determines maintenance requirements and develops maintenance programs on all right of ways in the Township.
- d) Patrols roads as per the Township's level of service, Standard Operating Guidelines, and the Maintenance Standards. Completes inspections of road surfaces, adjacent right of way and other



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Township infrastructure. Assists with inspections related to permit applications for requests such as but not limited to road entrances, encroachments, utility installations, and signs to ensure compliance with applicable policies and procedures.

- e) Ensures compliance with Maintenance Standards and the Township's Level of Service for snow plowing, patrolling, salting, and sanding duties.
- f) Assists with the maintenance of Department depots when required.
- g) Schedules surface treatments, maintenance gravel, grading, dust control, sweeping, roadside grass cutting, hot and cold mix patching, asphalt resurfacing, and road signs.
- h) Investigates oral and written questions and complaints from the public, follows up and reports results and resolutions to the Superintendent.
- i) Participates in on-call rotation to provide services to the Township as needed outside of regular office hours, including nights, weekends, and statutory holidays.

### Administration and Record Keeping

- a) Updates all work orders that have been received.
- b) Ensures records and documentation are complete for each workday.
- c) Maintains paper and electronic records of patrolling.
- d) Assists in the planning, administration, and monitoring of the Infrastructure Department budget.
- e) Approves permits, agreements, and contracts, within authority limits.
- f) Works with internal staff to create and update reports that will be presented to Council by the Superintendent.
- g) Reviews existing policies and procedures and updates where necessary.
- h) Completes other duties as assigned.

### Health & Safety

- a) Trains and supervises staff on the use of all proper personal protective equipment.
- b) Arranges that all incidents and near misses are reported to the Human Resources Department for WSIB reporting.
- c) Ensures that the facilities are well kept; housekeeping is completed, and repairs are conducted or scheduled with external contractors. Informs staff of potential hazards within the workplace and works with staff to mitigate the situation to assure that staff can complete their tasks safely. Conducts weekly safety talks with staff at Department depots.
- d) Schedules training of staff as needed. Ensures all required materials and equipment are provided to staff to ensure safe work areas when working away from the Department depots. Provides traffic control templates to staff and reviews layouts with staff prior to commencing work.
- e) Assists with reviewing and updating applicable Standard Operating Guidelines and Health and Safety policies.



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### Maintain Township Vehicles & Equipment

- a) Liaises with the Township's approved equipment and vehicle maintenance contractors to ensure that all vehicles and equipment are operating appropriately.
- b) Advises on the acquisition of Municipal vehicles and equipment.

### Health and Safety

- a) Personally, complies with and assume appropriate supervisory responsibility for compliance with all health and safety practices in the Operations Department in accordance with standard operating procedures/guidelines and the *Occupational Health and Safety Act*.

### Other

- a) Complies with all policies and procedures set out by the Township of Georgian Bluffs.
- b) Performs all other duties and responsibilities as assigned.

## EDUCATION, SKILLS and EXPERIENCE

### Education/Training/Certifications/Licences:

- College Diploma in Civil Engineering Technician or equivalent.
- Courses in T.J. Mahoney Road School and/or C.S. Anderson Road School; including the completion of, or ability to complete Certified Road Supervisor – Intermediate (CRS-I).
- Valid Ontario Driver's License Class G. "D" with "Z" endorsement in good standing would be considered an asset.
- Any one of the following certifications:
  - Certified Engineering Technician (C.Tech.)
  - Certified Engineering Technologist (C.E.T.)
  - Certified Road Supervisor (CRS).

### Experience:

- Minimum three years' experience in a supervisory role and willingness to complete training and development related to effective supervision.
- Minimum five years' experience in Municipal road construction and maintenance operations.

### Skills and Abilities:

- Thorough working knowledge of Microsoft Office applications. Keyboarding and technical skills to perform data entry in various corporate, asset management and compliance software.
- Strong interpersonal, verbal and written communication skills.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.



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- Thorough knowledge of traffic control procedures, construction, maintenance of road and fleet techniques and practices. Overall competency with relevant legislation, statutes, acts, regulations such as *Dangerous Goods Act, Ontario Traffic Manual, Highway Traffic Act, Municipal Act, Technical Standards & Safety Act*; and employee relations principles and practices.

### PHYSICAL and MENTAL DEMANDS and WORKING CONDITIONS

**Physical Demands:** Standing, sitting, lifting, bending and walking. Visual attention for health and safety compliance, crew safety and personal safety on job sites. Use physical skill and effort to operate light and heavy equipment.

**Mental Demands:** Accuracy is important as errors have a major effect on the organization. Often job has technical responsibilities.

**Physical Working Conditions:** Exposure to inclement weather conditions, mud, dirt, noise; and occasional exposure to public criticism and interruptions. Work is typically performed outside or from patrol truck.

**Mental Working Conditions:** Frequent work interruptions, dealing with the public and lack of control over schedule.

### CONTACTS

Internal	Internal Staff (frequently)
External	Customers/Public (frequently) Contractors (occasional) Suppliers (limited)
Public Relations	Rate Payer Inquires

### REVIEW/APPROVAL

<b>Current Incumbent(s):</b>		<b>Date:</b>	
<b>Department Head:</b>		<b>Date:</b>	
<b>CAO:</b>		<b>Date:</b>	