

Job Description

Road Supervisor



Position Synopsis and Purpose

Reporting to the Transportation Manager, the Road Supervisor works closely with the Assistant Road Supervisors and Lead Hands, responsible to plan, promote, develop and directly administer a comprehensive program of construction and maintenance of the roads, bridges, culverts and drainage within guidelines of Middlesex Centre policies and procedures. A variety of duties are carried out as a working member of the Transportation Division in connection with department construction and repair activities and equipment operations.

As a member of the municipal team, the incumbent will be responsible for serving Middlesex Centre by meeting the needs and expectations of residents, businesses and community partners, and striving to be the best through attitude, training and creativity.



Responsibilities

Operational Leadership (20% of Time)

- Ensure the direction, coordination and implementation of road maintenance operational functions and activities within the department
- Ensure adherence to proper Provincial ministry regulated and corporate health and safety practices, including the safe set-up and operation of all equipment
- Develop and administer maintenance programs for the operation and rehabilitation of municipal roads, drains, bridges and equipment
- Direct construction activities, reviewing plans and consulting with contractors if required
- Coordinate day-to-day activities as “constructor” in accordance with all current Provincial occupational health and safety regulations
- Liaise with property owners affected by construction, attempting to resolve concerns and referring contentious situations to the Transportation Manager.
- Coordinate the construction and maintenance activities of storm drains, outlets and ditches
- Conduct required investigations with regards to roads, culverts, signage, guard rails, catch basins, sidewalks and trees in accordance with the Provincial Minimum Maintenance Standards.
- Monitoring driver(s) hours of service as well as accuracy of circle checks, maintenance records of equipment, etc.

People Leadership (20% of Time)

- Provide leadership and direction to Assistant Supervisor(s), Lead Hands, Mechanics, Equipment Operators, and third-party contracted service providers in all aspects of construction and maintenance related activities.
- Serve as a resource to the Transportation Manager in making management decisions by monitoring the performance of staff, contractors and work areas, recommending changes to policies and procedures
- Provide orientation and safety training to field operational staff as required, reviewing performance with Transportation Manager, and deal with disciplinary matters
- Hold in-house health and safety, Standard Operating Procedures (SOPs) meeting and safety tailgate talks
- Provide training for new employees and refresher training as necessary
- Sponsor and supervise apprentice mechanic(s) if necessary

Project Administration (30% of Time)

- Maintain accurate employee and equipment records
- Participate in the annual operations and capital budget preparations
- Participate in developing and implementing the required preventative maintenance schedules, protocols and procedures
- Assign work to Assistant Road Supervisor(s), Lead Hand(s), and field operation staff, directing activities, providing input and guidance, responding to inquiries, dealing with matters pertaining to the position and taking the necessary required action
- Provide input into the department's capital tendering process when requested
- Research potential equipment and pricing
- Complete all procurement and requisition of material supplies and parts required for the daily road and related drainage construction and maintenance activities
- Assist with the record and technical database compilation of extractions and activities pertaining to the Municipality's three aggregate resource pits, parts and equipment inventories, work records, reports, and project information
- Undertake payroll data entry and authorization
- Arrange and oversee municipal tar and chip program including scheduling of required materials

Fleet and Facility Management (20% of Time)

- Manage and maintain entire inventory of equipment, material supplies and fleet required to complete daily transportation, traffic construction and maintenance activities
- Co-ordinate Middlesex Centre fleet overall, including maintenance, repairs and annual inspections for other departments
- Ensure all equipment is maintained, repaired promptly, and in operable working condition
- Inspection of any new equipment
- Assist mechanics with repairs when necessary
- Arrange for the sale of retired or surplus equipment

Community Outreach (5% of Time)

- Liaise with residents when completing daily operational road maintenance and private property repair activities necessary to resolve customer concerns and/or task related constraints

Other Duties (5% of Time)

- Undertake other duties as directed by the Transportation Manager or the Director of Public Works and Engineering as relevant to the position
- Assist with water and sewer repairs as needed
- Run any or all equipment in event of operator shortage
- Taking turns being on-call and come in to work if necessary
- Be available for calls from work outside of regular hours as necessary
- Prepare and maintain all required records, reports, statistics, correspondence and other material related to by-laws in accordance with municipal retention records and the municipality's records management system

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its regulations, along with corporate safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- Certified Roads Supervisor accredited by the Ontario Good Roads Association
- Secondary School Diploma required. Completion of a three-year Community College program in a related field and valid Trades and Occupational Certificates and/or a combination of education and/or job related training and experience is preferred
- Standard First Aid CPR/AED Level C Training preferred
- Chain saw certification
- Confined Space Entry Training is an asset
- A valid Ontario Class G & DZ Driver's License with a clean Ministry of Transportation abstract (class AZ preferred)

Experience

- At least eight (8) years of experience in a transportation operations supervisor role
- Experience working in a municipal sector environment is preferred

Knowledge/Skill/Ability

- Heavy construction equipment certification (backhoe, excavator, grader, drum roller, chip spreader etc.)
- Strong technical knowledge of operational transportation related processes, methodologies and construction practices

- Excellent communication and interpersonal skills
- Excellent customer service skills and ability to work in team environment
- Computer literacy utilizing Microsoft Office Suite (Word, Excel, Outlook)
- Ability to coach, mentor and deal with conflict resolution
- Excellent organizational skills with respect to prioritizing and working with deadlines
- Working knowledge of the Occupational Health and Safety Act for construction and industrial operations and related legislation/practices
- Working knowledge of the various Ontario Traffic Manuals
- Working knowledge of the MTO driving hours/CVOR

Note: As a condition of employment, the incumbent must provide a successful criminal background check and a clean driver's abstract.

In accordance with the Municipality of Middlesex Centre's COVID-19 Vaccination Administration Policy, all employees are required to provide proof of being fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
General Public / Residents	Regular – weekly	Responding to customer concerns, reviewing permit requests
Contractors	Regular – weekly	Review contractors' work
Suppliers	Regular – weekly	Scheduled equipment repairs and review parts inventory
Department	Constant – every day for most of the day	Daily interaction with Equipment Operators, Mechanics, Lead Hands, Assistant Road Supervisors, work/project schedules
OPP	Occasional – biweekly to monthly	Road closure requests, obstructions within the right-of-way
Other Municipalities / County	Rare – once in a while	Road related concerns

Work Conditions

Approximately 60% of this position's time will be spent in the office, attending meetings and performing core functions, while the balance 40% will be spent out of the office during normal working hours attending project specific site meetings, meeting with residents / consultants / contractors, and preparing/coordinating and directing field operational staff and fleet in accordance with best industry practices and applicable laws, legislation and regulation.

Frequent meetings with internal/external municipal staff as well as clients, customer, and stakeholders are required. Interactions are generally courteous and collaborative.

Normal hours of work are 40 hours per week, Monday to Friday. Some alternating evening and/or weekend work may be required. This position requires the individual to be on call/as needed 24/7, available in all weather conditions, and work frequently with heavy equipment, hazardous products, and around other utilities (hydro, water, wastewater, gas, telecommunications, etc.).



Corporate Values

- **Respect:** We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation:** We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation:** We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.
- **Integrity:** We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Road Supervisor
Division	Transportation
Department	Public Works and Engineering
Classification	Non-Union
Branch	N/A
Reports to (Direct)	Transportation Manager
Equivalency Code	N/A
Hours per Week	40
Effective Date	February 7, 2022
Revision Date	January 5, 2022