

# THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

**JOB TITLE:** Working Road Superintendent

**REPORTS TO:** Clerk Treasurer

**DEPARTMENT:** Public Works/Roads

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**The Working Road Superintendent is responsible for planning and directing a comprehensive program of construction and maintenance for all municipal roads, bridges, culverts, street lighting, sewer and water systems, drainage maintenance, safety devices, signs, municipal buildings, parks, cemetery, and other municipal infrastructure.**

## **DUTIES AND RESPONSIBILITIES**

- Supervises and assists with the daily operations and maintenance and construction of all aspects of the Public Works Department – roads, parking lots, storm drainage, vehicle and equipment maintenance, street lighting, garbage and recycling, youth centre, municipal office and community hall/shop maintenance, sidewalks, cemetery, public parks and ball diamond, sanitary sewer collection, water distribution and lagoon.
- Maintenance and inspection of all Roads, Sidewalks and Parking Lots, Municipal Buildings, Parks, and Cemetery within the Village of Oil Springs as set out in the Roads Maintenance Policy.
- Ensure the operation of Village Street lighting. Maintenance of street lighting is contracted to Bluewater Power. Ensure the operation and maintenance of seasonal lights.
- Arrange for all infrastructure locates as requested/required and respond to Ontario 1 Call
- Signage requirements – recommendations for replacement or new installations, ordering and installation of signs.
- Responsible for the Village of Oil Springs Water Distribution System, including Water Meter reading and/or the Village of Oil Springs Sewer System up to the responsibilities allowable with the Road Superintendents current certification or designation and as allowable under any provincial

or federal legislation. ORO for the Village Water and Village Sanitary Sewer is with Ch2m Hill/ OMI/Jacobs. The Superintendent will be required to function as a liaison between the Village and the ORO for both systems.

- Prepares regular department project work schedules for the public works department, reviews work to ensure assigned duties are performed satisfactorily, trains new staff or ensures proper training is received within approved budget, determines overtime requirements and schedules staff accordingly and authorizes staff expense accounts.
- Drainage – Municipal Drains and Storm Drains monitoring and assessment as per policy/act.
- Maintain adequate and up to date drawings of all Village of Oil Springs infrastructures as per policy and maintain and use Mesh software.
- Ensures that the Municipal Health and Safety policies adopted by the Village are followed in all areas of Public Works.
- Organize and maintain the public works On Call schedule for Oil Springs in accordance with policy.
- Complete all reports as required and as directed by the Clerk and/or Council or as set out in any policy or procedure document.
- Provide input and identify priorities and needs of the Public Works/Roads Department relating to present and future capital and operating budget needs. Assist with the Municipal Asset Management plan.
- Ensure all Village of Oil Springs policies and procedures are implemented and followed in strict accordance with established guidelines.
- Establish and maintain effective communication with all departments within the municipality and outside organizations.
- Attend training as required/requested.
- Recommends to council policies and by-laws concerning the public works department and advises and implements new or alternate methods of supplying services regarding public works methods and infrastructure.
- Prepares and assists with operating and capital budgets for all areas relating to the public works department.

- Delegate tasks to the Labourer(s) as requested/required and cover any absences of the Labourer(s).
- Approve and submit all timesheets for the Public Works Department employees to the Clerk-Treasurer for payment. Approves time allocation to ensure that time is being allocated to correct codes.
- Responds to emergency calls due to weather or infrastructure, calls can occur on weekends or evenings.
- Prepares or directs the preparation of drawings and tender documents for minor public works projects and coordinates and reviews drawings and tender documents for larger projects prepared by outside consultants.
- Investigates public complaints and works on solutions. Acts as a member and/or technical advisor to committees dealing with public works issues.
- Approves purchase orders, invoices and contract progress payments relating to the public works department in accordance with the annual budgets approved by Council. Ensures that formal tendering and purchasing policies and related administrative controls are followed.
- Prepare reports and attend council meetings as needed and/or requested.
- Assign training for Public Works employees as needed or required.
- Follow and adhere to the Village of Oil Springs Policies and Procedures.
- To review site plans and subdivision agreements and coordinate on-site inspections.
- Without limiting the generality of the foregoing to perform the responsibilities and exercise the powers, which may from time to time be assigned to this position by the Council and or the Clerk-Treasurer or Deputy-Clerk Treasurer.

#### **ACTIVITIES SUPERVISED/HUMAN RESOURCES**

**The position specifications outlined below are intended as a guideline only. In some cases an individual may have sufficient related experience at an appropriate level to offset the lack of formal education. Therefore, the educational and related experience requirements should be assessed simultaneously to ensure all qualified candidates are considered.**

- Requires a thorough knowledge of municipal technical requirements and standards relating to roads and general knowledge of solid waste, storm sewers, and water systems. Knowledge and skills are normally obtained through a post-secondary education in a related discipline, a certified engineering technologist designation, or certified road certification and at least five years related experience would be considered an asset.
- Requires demonstrated managerial and administrative skills to plan, direct supervise and coordinate the various activities of the public works department. Supervision of Public Works Labour(s), Summer Student(s), and/or part-time employees and Village Contractors. Experience normally acquired through five years managerial experience.
- Requires the ability to work independently with only the most general supervision and in a team environment.
- Requires effective communication skills both written and verbal in dealing with all levels of employees, Council, and members of the public.
- Requires excellent organization and time management skills to prioritize work.
- Computer skills required – Microsoft Office Outlook, Excel, and Word. Mesh, PSD citywide

### **SUPERVISION/DIRECTION RECEIVED**

Road Superintendent will work under the direction of the Clerk-Treasurer or Deputy Clerk-Treasurer with the capacity to work under little or no direction or supervision. Road Superintendent may defer unusually complex problems to the Clerk-Treasurer and/or Council for discussion and/or direction but will be expected to resolve most issues independently.

### **WORKING CONDITIONS**

- Working conditions are those of an office environment and outside in a variety of weather conditions. May be required to conduct inspections in a variety of conditions, some hazardous.
- The scope of the job is far reaching with many competing deadlines, constant interruptions, instantaneous decisions, and many demands being placed on the incumbent by the public and council.
- Driving a vehicle most days is required to inspect works.

- 40 hours per week. Overtime may apply after 44 hours in a work week.
- Must possess a valid Class G driver's license.

**APPROVED BY** \_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**CLERK-TREASURER**

**DATED** \_\_\_\_\_