



Corporation of the Township of Gillies
Roads Maintenance Coordinator Job Description

Position Title: Roads Maintenance Coordinator

Reporting Relationship: Reports to Township Council

Purpose Of Position: To manage the Roads Department for the Township.

Status: Full Time (six-month probationary period) Permanent, Benefits, OMERS Pension.

Rate of Pay: \$79,000 to \$83,200 (salary per year)

Hours: 40 hours per week, overtime after 44 hours, must be taken as time in lieu

Hours of work are specified from time to time but vary due to weather conditions which must be responded to. Incumbent will be called in as necessary or may be required to independently judge when conditions require additional duties and/or work hours. Some independence in scheduling own work (and work of departmental staff). Time sheets must be kept and are submitted on a regular basis for review and approval. Performance evaluations undertaken during probationary period and annually after hire confirmed.

Duties

- To advise council and its committees on appropriate public works policies and practices.
- To direct construction and maintenance programs that provide a safe, convenient and attractive road and related public works service for the Township of Gillies.
- To undertake the maintenance of municipal roads in accordance with approved standards.
- To undertake the maintenance of vehicles and equipment, including the vehicles and equipment of the volunteer fire service as specified.
- To operate equipment as required and perform manual labour jobs (including cemetery duties as required).
- To maintain appropriate records for the Roads Department.
- To supervise Roads Department staff and contractors.
- To prepare (for Council's approval) and follow the annual departmental budget.
- To prepare and keep a five-year plan for the departmental equipment and operations.
- To undertake and keep current the Township's Asset Management Plan.

Scope Of Position

The Roads Maintenance Coordinator has authority to manage the public works operation in accordance with provincial legislation, Council direction and within approved budget constraints.

Qualifications

1. Technical

- Have and maintain a valid DZ license and clean drivers' abstract.
- Have and maintain specific required certifications and/or ticket.
- Proficiency in accordance with all Workplace Health & Safety legislation.
- Grade 12 secondary school diploma or equivalent.
- Computer skills.

2. General

- Have and maintain a high level of managerial, mechanical and technical skill acquired through training and municipal experience to direct a Township public works service that involves rural issues.
- Have and maintain superior leadership and communication skills, including: the ability to manage material and people and to control budgets, and the ability to analyze data and provide advice.
- Have and maintain a good understanding of municipal maintenance policies and standards that affect municipal works.
- Be able to respond quickly and decisively to emergency situations.
- Have and maintain physical fitness capable of performing manual labour .
- Possess the ability to operate a grader, backhoe, loader, snow plow, trucks and other rented or acquired equipment.
- Possess the ability to perform minor repairs on equipment, including welding.
- Able to neatly, adequately and safely snowplow and grade roads.
- Able to safely haul gravel.
- Able to safely steam and otherwise maintain culverts.
- Willingness & ability to maintain a safe and clean work environment.
- Willingness & ability to maintain neat and accurate records of work as required.

- Ability and responsibility to locate problems and potential problems (before they arise) and make necessary repairs or adjustments to prevent safety hazards or inconveniences to the public.
- Supervisory skills to supervise and manage the work of departmental employees on a day-to-day basis, and outside contractors and trades people on special construction and repair projects.
- Record-keeping and organizational skills to keep accurate and proper records of daily duties, employee attendance and performance, equipment use and fuel consumption, equipment and building maintenance, and asset management.
- Required to exercise good judgment.
- Required to maintain a strong work ethic, whether working with others as a team, or independently.
- Other tasks as required to maintain operations of the department.

3. Policy Advice

- Provides recommendations to Council on the development of plans, priorities and policies for effective public works services, discusses service standards and costs, recommends the adoption of budgets and eligibility for grants and subsidies.
- Advise 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 (monthly) reports to Council on the public works operation i.e. status reports on projects, information on maintenance programs and the investigation of public complaints.
- Participates in periodic evaluation of public works operation provides necessary analysis of plans, policies and the results of efforts to maintain an economical operation at desired level of quality.
- Serves on special committees that require public works management expertise.

4. Public Relations

- Keeps records in log books and electronically, investigates and follows up promptly on questions and complaints from the public.
- Maintains an effective network with government officials and consultants.
- Maintains good public relations with general public, utility company representatives, OPP, government representatives and Council.

5. Training and Development

- Maintains managerial and technical expertise at a high level through appropriate training courses, seminars and selective readings.
- Keep current with respect to all applicable law (including Occupational Health and Safety laws, equipment operating requirements, etc.).
- Have and keep current training relating to WHMIS, First Aid and CPR .

Working Relationships

- Council: provision of recommendations, presentation of reports, development of alternatives.
- Staff: maintain harmonious relations with all municipal staff while following established protocol, supervise and undertake performance appraisals of departmental staff.
- External Contacts: represents the Township's public works needs in discussion with other government officials and consultants, networks with other municipality's staff in similar positions, obtains information on goods and services from suppliers, supervise tradespeople and contractors on special projects.
- Public: responds to complaints, concerns and other feedback, maintains tactful relations, explains public works operations.
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