



## POSITION DESCRIPTION

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**1. Position Title:**

Road Maintenance Employee

This position is governed by the collective agreement between the Township and CUPE local 35.7.

**2. Reporting Relationship:**

Reports directly to the Public Works Lead Hand. The Working Roads Lead Hand will provide direction to this position as delegated by the Public Works Superintendent.

**3. Positions Supervised:**

None

**4. Scope of Position:**

Under the supervision of the Public Works Lead Hand, carries out the daily maintenance and construction activities relating to Public Works Operations as determined to establish practices and policies of the Township and the statutes of Ontario.

**5. Responsibilities**

5.1 Assists in all aspects of the day-to-day general operations of the Public Works Department as required. May perform a variety of road maintenance and construction duties such as but not limited to, clearing brush, trimming branches, setting up road signs and barricades, traffic control including flagging and directing traffic, snow plowing/removal, road grading, moving, hauling and loading of materials and debris, filling potholes, cleaning equipment, cleaning the yard, removing trash from parks/roads, mowing right-of-ways, shoveling/spreading material and asphalt, sign replacement, culvert and catch basin installation, general labour work, winter road condition assessment, and any other job-related duties.

5.2 Operates various tools and equipment safely used in roads related infrastructure (e.g., sidewalks, bridges, guardrails) in accordance with Municipal objectives and Standard Operating Procedures. The Roads Operator is responsible for safely operating specialized light to heavy duty equipment assigned such as but not limited to, chain saws, shovels, rakes, two-way radios, air hammers, jackhammers, water pumps, weed eaters, traffic control devices, tandem dump truck (with or without attachments), grader,

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backhoe, front-end loader, tractor, pickup truck, roller, and other job-related equipment.

- 5.3 Performs routine preventative maintenance of vehicles and equipment; inspects vehicles and equipment to ensure they are in a mechanically satisfactory condition to operate safely.
- 5.4 Works with other municipal employees in a team environment on various construction and maintenance projects associated with the Public Works Department.
- 5.5 Performs and maintains accurate and proper records and documentation of vehicle and equipment inspection reports, maintenance logs, road patrols, and other road maintenance activities in accordance with the established practices and policies of the Township and statutes of Ontario.
- 5.6 Refers unusual situations to the attention of the Supervisor, including unsafe working conditions, road safety concerns, and other public safety issues so that appropriate action may be taken.
- 5.7 Ensures work is being carried out with sound judgment and in a safe manner and advises the Public Works Lead Hand of any potential or actual danger to the health and safety of a worker of which he/she is aware. Adheres to the Township of Southwold Health and Safety Policies.
- 5.6 Refers unusual situations to the attention of the Supervisor, including unsafe working conditions, road safety concerns, and other public safety issues so that appropriate action may be taken.

## **6. Authority of Position**

Authority is limited to the direction provided and operating within established departmental policies and procedures.

## **7. Working Relationships**

### **7.1 With the Public Works Lead Hand**

May receive direction and guidance.

### **7.2 With Other Staff Members**

With other co-workers for the purpose of sharing information to complete work assignments. Usual cooperation and courtesy.



### **7.3 With the Public**

With the general public to provide information while ensuring polite and tactful relations.

## **8. Required Knowledge and Skills**

- 8.1 Secondary school graduation diploma or equivalent
- 8.2 Minimum one (1) year of experience in equipment operation
- 8.3 Maintains a valid driver's license with a minimum DZ Rating and maintains a clean driving record acceptable to the Township's insurance carrier. Maintains a clean CVOR license record.
- 8.4 Must be able to read and write English, keep accurate records, and understand and respond to verbal and written communications.
- 8.5 Basic knowledge of construction and maintenance techniques (formal equipment operation training would be considered an asset) and established policies and procedures of the Township of Southwold and the Maintenance Standards (Province of Ontario, County of Elgin, and Township of Southwold) is required.

## **9. Physical Skill and Effort**

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labour, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person, over a radio or telephone.

## **10. Working Conditions**

The employee regularly works in outside weather conditions and in roadways with exposure to physical hazards and inclement weather conditions such as heat, blizzards, ice storms, rain, etc. Usual job sites are located within road allowances with heavy equipment, thus exposing the employee to vehicular traffic and high noise



levels. Materials handled by the employees, such as fuels, asphalt, garbage, etc., expose the employee to fumes, airborne particles, sharp tools, and insects.

The normal working week is 40 hours. The position is required to work overtime and unusual hours to handle road emergencies and poor weather conditions with the possibility of call-outs after regular hours for maintenance and winter control, including nights, weekends, and holidays as required. The employee must be able to respond to call-outs after regular hours within 0.5 hours of being called.

#### **11. Decision-Making/Judgment**

Work is performed under the direction of the Public Works Lead Hand.

Errors in judgment may reduce the Public Works Superintendent's effectiveness and may result in safety hazards to the public or co-workers, increase costs, inconvenience the public, and embarrass the Township.

