



Township of Southwold

## **POSITION DESCRIPTION**

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### **1. Position Title:**

Seasonal Road Maintenance Employee

### **2. Union:**

CUPE Local 35.7

### **3. Reporting Relationship:**

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

### **4. Positions Supervised:**

None

### **5. Scope of Position:**

Under the direction of the Lead Hand, the daily maintenance and construction activities relating to Public Works Operations are carried out as determined by established practices and policies of the Township and the statutes of Ontario.

### **6. Responsibilities:**

6.1 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, road grading, moving, hauling, and loading of materials and debris, filling potholes, cleaning equipment, cleaning yard, removing trash from parks/roads, mowing rights-of-way, shoveling/spreading material and asphalt, sign replacement, culvert and catch basin installation, animal control, general labour work, and any other job-related duties.

6.2 Operates various tools and equipment in a safe manner used in road maintenance and construction as assigned such as but not limited to chain saws, shovels, rakes, two-way radios, air hammers, jack hammers, water pumps, weed eaters, traffic control devices,

tandem dump truck (with or without attachments), grader, backhoe, front-end loader, tractor, pickup truck, tractor mover, roller, and other job-related equipment.

- 6.3 Performs routine preventative maintenance of vehicles and equipment; inspects them to ensure they are mechanically satisfactory to be operated safely.
- 6.4 Works with other municipal employees in a team environment on various construction and maintenance projects associated with the Public Works Department.
- 6.5 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.
- 6.6 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.
- 6.7 Ensures work is being carried out with sound judgment and in a safe manner and advises the Working Roads Foreman of the existence 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.

## **7. Authority of Position**

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

## **8. Working Relationships**

### **8.1 With the Roads Lead Hand**

Receives direction and guidance.

### **8.2 With the Working Roads Lead Hand**

May receive direction and guidance.

### **8.3 With Other Staff Members**

With other co-workers to share information to complete work assignments. Usual cooperation and courtesy.

#### 8.4 **With the Public**

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

### **9. Required Knowledge and Skills**

- 9.1 Secondary school graduation diploma or equivalent
- 9.2 Minimum one (1) year of experience in equipment operation
- 9.3 Maintains a valid driver's licence with a minimum DZ Rating and maintains a clean driving record acceptable to the Township's insurance carrier. Maintains a clean CVOR licence record.
- 9.4 Must be able to read and write English, keep accurate records, and understand and respond to both verbal and written communications.
- 9.5 Basic knowledge of construction and maintenance techniques and established policies and procedures of the Township of Southwold and the Minimum Maintenance Standards (Province of Ontario, County of Elgin, and Township of Southwold) is required.

### **10. 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 works in outside weather conditions and on roadways with exposure to physical hazards and inclement weather conditions such as heat, hail, 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 callouts

after regular maintenance hours including nights, weekends, and holidays. The employee must be able to respond to callouts after regular hours within 0.5 hours of being called.

**11. Decision Making/Judgment**

Work is performed under the direction of the Lead Hand.

Errors in judgment may reduce effectiveness and may result in safety hazards to the public or co-workers, increase cost, inconvenience the public, and embarrass the Township.