



Position Title:	Roads Operator Working Lead Hand	Department	Public Works
Effective Date:	March 6, 2021	Revised:	Feb 27 th 2025
Reports To:	Public Works Superintendent	Status:	Full-time
Direct Reports:	Operator 2 Operator 1 Contracted Staff Seasonal Staff	Indirect Reports:	

Position Summary / Main Purpose

Under the supervision of the Public Works Superintendent, the Roads Operator / Working Lead Hand performs the operation, maintenance and monitoring of roads in compliance with applicable legislation and Township standards.

In the absence of the Works Superintendent, the Roads Operator / Working Lead Hand will assume responsibility for the operation and maintenance of the Roads Department including supervisory functions relating to work schedule, workload and day-to-day operations.

This position is deemed to be an “Essential Service” in the event of an emergency.

Key Duties and Responsibilities

1. **Maintenance (50%)**
 - a. Supports and/or completes maintenance of roads, ditches, and road allowance areas to meet or exceed minimum maintenance requirements under the Municipal Act and to extend the life of Township assets
 - b. Works closely with the Public Works Superintendent to evaluate and recommend road, bridge and drainage projects for Operational and Capital planning.
 - c. Supports and/or completes roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris and litter pick-up and leaf collection
 - d. Installs new catch basins and dry wells where required
 - e. Supports and/or completes hardtop road maintenance including patching and spray patching, sweeping flushing and cleaning and shoulder maintenance
 - f. Supports and/or supervises the installation of new culverts
 - g. Supports and/or completes loose top road maintenance including patching and washouts, grading and scarifying, dust control and gravel resurfacing
 - h. Supports and/or completes safety device inspection and maintenance including signs, guardrails, and bridges and routine patrols
 - i. Supports and/or completes routine patrols of Township roads to verify that road conditions meet or exceed the minimum maintenance standards as defined in the *Municipal Act*
 - j. Supports and/or completes winter operations including snowplowing, sanding, culvert thawing and winter patrols
 - k. Completes traffic control plans for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7
 - l. Monitors road conditions and notifies the Works Superintendent or takes appropriate action when road conditions are unsafe due to weather or other conditions



- m. Provides locates of municipal services for outside utilities and approves the installation of new utilities
 - n. Utilizes automatic traffic count devices to collect traffic data including setting up traffic counters at various locations throughout the Township, monitoring operations periodically, and retrieving count information
 - o. Reviews daily work orders as received;
 - i. completing work orders in a timely manner
 - ii. ensuring they are completed on a priority basis
 - iii. inspecting properties, road surfaces, signs, trees, drainage issues and any other complaints received
 - p. Ensures compliance with legislation applicable to scope of work being undertaken including but not limited to:
 - i. Occupational Health and Safety Act
 - ii. Municipal Act
 - iii. Highway Traffic Act
 - iv. Fisheries Act
 - v. Environmental Assessment Act
 - vi. The Criminal Code of Canada Section 22
 - vii. Drainage Act
 - viii. Aggregate Resources Act
 - ix. Mining Act
 - x. Township Policies and Procedures
- 2. Project Management (30%)**
- a. Oversees the daily work schedule of employees; addresses any safety concerns; and monitors work assignments to ensure work is completed within established time frames
 - b. Supervises cleaning of catch basins by contractor, inspecting basins for cleanliness and condition
 - c. Supervises and monitors construction projects, organizes equipment and troubleshoots issues that may arise to keep projects on time
 - d. Holds daily tail gate meetings at work projects to organize the activities of workers, answer any questions or concerns, explain any health and safety requirements and the role of each worker on site
 - e. Oversees capital projects, sample tasks include but are not limited to:
 - i. Designs layout for realignment of roads
 - ii. Lays out roads for hard top placement
 - iii. Supervises ditching and the installation of culverts for proper drainage
 - iv. Supervises the placement of gravel for road beds
 - v. Ensures proper signage is erected for each job site as per departmental policy and Workplace Health and Safety Guidelines
 - vi. Answers resident questions regarding the construction project on site
 - vii. Ensures that all heavy equipment is parked properly and that all signage is removed from each job site when job is completed
- 3. Administration (20%)**
- a. Organizes and responds to work orders
 - b. Inspects and responds to Committee of Adjustment applications
 - c. Inspects and approves (or denies) entrance permits
 - d. Supports the Public Works Director and Works Superintendent in budgeting process, prioritizing capital projects and sitting in on budget meetings



Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Working Relationships

Inside the Corporation:

- The most significant contacts are with the Director of Public Works, Engineering Manager and CET in the completion of all work plan activities; the Works Superintendent for direction and to deal with any health and safety issues; and with the work crew in the performance of daily work activities at the job site.

Outside the Corporation:

- Customers/taxpayers, other government agencies, contractors and vendors
- Interpersonal/communication skills used include listening to questions and concerns from taxpayers, asking questions to get information and providing the necessary responses to questions.
- Meet with contractors on site to ensure projects are carried out to the Township's specifications

Education / Experience / Skills Training

- Minimum 5 years' experience in public works.
- Minimum Valid Class "DZ" Driver's Licence, "AZ" is preferred
- Surface Miners certificate is an asset
- Proficiency in running heavy equipment including but not limited to:
 - Excavator
 - Loader
 - Tractor
 - Wheeled Backhoe
 - Bulldozer
 - Packer
- Knowledge of regulations relating to salt management, minimum maintenance standards, gravel pit operation, drivers hours, drainage etc.
- Knowledge of Construction and Maintenance Procedures pertaining to roads (installation of signs; proper ditching techniques; proper culvert installation)
- Detailed knowledge of health and safety regulations, requirements and best practices to ensure a safe working environment.
- Able to meet the requirements of a Competent Person and have supervisory responsibility as defined in the OHSA.
- Able to assess and respond calmly and appropriately to multiple situations with competing deadlines under pressure and public scrutiny.
- Team leader with the ability to nurture a working environment that encourages employee input and participation.
- Self-starter, able to complete all tasks independently with minimal supervision.



- Public relations and interpersonal skills to address concerns in a professional and courteous manner.
- Capable of handling multiple, changing priorities with frequent interruptions

Outcomes of Error

- Mistakes or errors can result in health and safety issues for employees and the general public if safe work practices are not followed; increased financial costs to the Township if supplies and resources are wasted and projects are not completed on time

Physical and Mental Demands

Physical Environment:

- Activities will be split between the office, vehicle and outside work. Extensive driving at times is required
- Working environment contains some serious risks or discomforts, which require additional safety precautions. i.e.: - traffic control, trenching, extreme weather conditions etc.
- There is a requirement to wear safety equipment such as gloves; hard hat; steel toe boots; safety glasses; and vests
- Will require working alone

Physical Effort:

- Lifting or moving objects 10 to 25 lbs., occurs regularly and there is an occasional requirement to lift or move objects over 50 lbs., such as grader blades; cutting edges; tires; guardrail posts; signs and structures
- Driving heavy equipment in the performance of daily activities requires sitting for extended periods
- Standing and walking are performed regularly on construction sites.
- Manual or physical activities include using gross motor skills; using machinery or equipment that requires controlled movement; operating equipment and maintaining physical balance
- Occasional requirement for fine finger or precision work; using hand tools that require accurate control and steadiness; and using equipment that requires rapid physical movement and reflexes

Sensory Demands:

- Visual concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the general public; inspecting equipment; installing signage, etc.
- Auditory concentration or strain is experienced when listening to heavy equipment for unusual sounds to identify any problems with equipment and when communicating with employees in a noisy environment



Mental Demand (Stress):

- Time pressures and deadlines are experienced in the performance of daily work activities to ensure work is completed on schedule. Interruptions and lack of control over work pace can occur with equipment breakdown; change in work priorities; staff shortages; and adverse weather conditions such as freezing rain events and white outs
- Activities subject to scrutiny from external inspectors (M.O.L. and D.F.O.).
- May be subject to personal fines under the M.O.L. and D.F.O.
- Will require dealing with potentially hostile individuals

Working Conditions

- 40 hours per week, Monday to Friday 7:00am to 3:30pm
- Required to be on a rotational on-call schedule after normal working hours (evenings, night, weekends)
- Will be called into work after or before normal working hours (evenings, night, weekends) in the event of an emergency or for snow removal operations

Confidentiality

- Must comply with the confidentiality standards of the Township.

Review

Supervisor: Public Works Superintendent

Date: Feb 27th 2025