



Position Description

Position Title:	Public Works Superintendent	Department	Public Works
Effective Date:	March 6, 2021	Revised:	June 25, 2026
Reports To:	Director of Public Works	Status:	Full-time
Direct Reports:	• Fleet/Operations Supervisor • Mechanic Works/Operator 1 • Parks Operator Working Lead Hand • Roads Operator Working Lead Hand • Roads Operator 2 • Roads Operator 1 • Mechanic Apprentice • Contracted Staff • Seasonal Staff • Public Works Complex Administrative Coordinator	Indirect Reports:	

Position Summary / Main Purpose

- The Public Works Superintendent is responsible for the operation, maintenance and monitoring of roads, parks and rental facilities systems and ensuring legislative compliance. This position supervises the activities of the roads and parks department staff, assists in the development of tenders, monitors/manages Operational and Capital budgets, assigns staff workload, sets priorities, answers questions, resolves problems, deals with residents, and monitors work.
- This position is deemed to be an “Essential Service” in the event of an emergency.

Key Duties and Responsibilities

1. Operations and Maintenance (50%)

- a. Manages, coordinates and supports roads department staff and/or contractors to accomplish maintenance of roads and infrastructure including but not limited to:
 - Roadside mowing, brushing, ditching, cleaning catch basins and dry wells, debris and litter pick-up and leaf collection.
 - Hardtop road maintenance including patching and spray patching, sweeping flushing and cleaning and shoulder maintenance.
 - Loosetop road maintenance including patching and washouts, grading and scarifying, dust control and gravel resurfacing.
 - Safety devices include signs, guardrails and routine patrols.
 - Vehicle maintenance on Township fleet.
 - Winter control including snowplowing and salt/sanding, culvert thawing, and winter patrols.
- b. Manages, coordinates and supports parks department staff and/or contractors to accomplish maintenance of parks including but not limited to:
 - Washroom cleaning and repairs.



- Tiny Trail maintenance.
- Park building construction, maintenance and repairs.
- Park grounds maintenance including raking, lawn cutting, tree removal and weed trimming.
- Beach and walkway maintenance including tree removal and weed trimming.
- Signage installation, maintenance and removal
- Garbage removal.
- Accessibility modification to ensure compliance to regulations.
- Works requested by parks/beach associations
- c. Manages equipment, maintenance schedules, inventories and operational effectiveness
- d. Supports the Asset Management implementation and tracking tools for assets in Roads and Parks activities.
- e. Ensures that personal protective equipment, where required, is provided and used
- f. Prepares and supervises employee work schedules
- g. Recommends, supervises and monitors construction projects, troubleshooting issues that may arise to keep projects on time and within budget. Works with consultants to develop road needs study and to identify and prioritize construction projects. Fulfills the duties of a "Constructor" as required under the Occupational Health and Safety Act.
- h. Provides assistance and guidance to consultants working on Township roads and parks projects
- i. Coordinates and plans work, equipment and labour associated with special events and programming held in the Township
- j. Ensures compliance with legislation and Township policies and procedures applicable to scope of work being undertaken including but not limited to:
 - Occupational Health and Safety Act
 - Municipal Act
 - Highway Traffic Act
 - Fisheries Act
 - Environmental Assessment Act
 - The Criminal Code of Canada Section 22
 - Drainage Act
 - Aggregate Resources Act
 - Mining Act
 - Accessibility for Ontarians with Disabilities Act
 - Ministry of Natural Resources/Forestry
 - Compliance Sync
 - Minimum Maintenance Standard
- k. Maintains 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
- l. Assesses pending weather conditions and plans for responsive winter control operations. Manage staff and material resources in an effective manner based on best practices and Township protocols and policies.
- m. Monitors road conditions and notify outside agencies such as school bus contractors, waste management and the OPP when road conditions are unsafe due to weather or other conditions or when roads are closed for any reason.



- n. Develops solutions to drainage issues on Township owned property. Constructs and maintains drainage systems
- o. Arranges for and monitors contractual work for roads and parks such as asphalt, calcium chloride, ditching, crushing, waste disposal
- p. Manages the Township gravel pits including site plans, audits and reports to ensure compliance to relevant legislation. Develops plans to maximize the contents and life span of the gravel pit. Plans for final decommissioning and remediation of the gravel pit
- q. Takes responsibility for the maintenance of roads and parks buildings, grounds, vehicles and equipment used by the roads and parks departments
- r. Provides locates of municipal services for outside utilities
- s. Investigates inquiries and complaints and develops strategies to resolve issues involving Township parks and roadways.
- t. Receives and responds to work orders in a timely manner and prioritizes requests for service and coordinates them with required duties
- u. Maintains a daily work log for the Public Works Department
- v. Assumes responsibility for the inventory of tools and equipment at the Public Works Complex
- w. Makes recommendations to the Director of Public Works and Council regarding roads and parks department operations and infrastructure needs
- x. Reviews, revises, approves and implements maintenance programs, operating procedures, risk assessments, etc. This includes the development, implementation and management of the Asset Management Plan
- y. Provides input into the review of utility submissions for municipal consent and planning issues
- z. Supports the Engineering Department in the preparation, review and maintenance of design standards for roads and parks
- aa. Represents the Township in legal proceedings as the result of traffic accidents, providing information about road maintenance activities and testifying in court if required

Required to work in compliance with the Occupational 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.

2. Supervision and Human Resources Leadership (30%)

- a. Manages the activities of the roads and parks department staff, delegating work and setting priorities to ensure the roads and parks systems are operated to meet or exceed all applicable legislative and township requirements
- b. Provides opportunities for employees to obtain job-related training in order to improve knowledge, skills and performance
- c. Provides leadership and direction to all roads and parks staff in accordance with established practices and personnel policies
- d. Ensures that department personnel perform their duties. Monitors job performance and corrects inefficiencies
- e. Provides directions to staff dealing with after-hours calls as required
- f. Manages, organizes and resolves unexpected factors and conditions such as staff issues, equipment breakdown, weather conditions, problems, complaints, etc.
- g. Trains departmental staff, evaluates performance and completes annual



performance evaluations. Monitors and manages driver's hours and schedules accordingly to meet the requirements of the Highway Traffic Act. Recommends the hiring of staff and disciplinary action as required

- h. Interviews and hires additional staff in accordance with Township policies
- i.

3. Financial (20%)

- a. Reviews and approves employee timesheets. Manages employee requests for time off/vacations with impacts on scheduling operations.
- b. Maintains accurate records of shift scheduling and any overtime required by public works employees
- c. Assumes responsibility for all purchases made by maintenance personnel in the department
- d. Reviews and approves invoices as it relates to Roads and Parks
- e. Supports the Public Works Director in the preparation of the roads department and parks department Operational and Capital budget priorities and development. Administers' expenditures as approved in the annual operating and capital budgets for roads and parks
- f. Recommends equipment purchases and supports the Director of Public Works with equipment specifications and budget estimates. Supports the Engineering Department in the preparation and award of tenders and quotations, adhering to the Township's procurement by-law and other applicable policies and procedures

Working Relationships

Inside the Corporation:

- Establish and maintain effective working relationships with Council, Directors, and all Township employees and volunteers
- Interpersonal skills include listening to information from others, asking questions, providing routine information, and instructing, coaching or mentoring. Communicates complex or specialized information and gains the co-operation of others to address issues, facilitates meetings and provides expert advice or counseling. Makes presentations to groups when required

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.
- Coordinates with contractors to ensure projects are carried out to the Township's specifications

Education / Experience / Skills Training

- Graduate of College/University in a civil engineering program or possess equivalent education and/or experience
- Designation such as C.E.T., P. Eng. C. Tech. or C.R.S.. would be an asset.
- Minimum 5-10 years' experience in public works or applicable related experience.
- Must be trained and remain up to date on requirements relating to:



- Book 7 Traffic Control
- Minimum Maintenance Standards
- WHMIS
- Valid Class "DZ" Driver's Licence and Surface Miners Certificate would be an asset
- Knowledge/experience in tools such as chain saws, mowers and miscellaneous small equipment.
- Knowledge of regulations relating to salt management, Minimum Maintenance Standards, gravel pit operation, drivers' hours, road construction, drainage etc.
- Knowledge and understanding to direct routine and preventative maintenance of vehicles and equipment
- Ability to use a personal computer and familiar with spreadsheet and word processing programs
- 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 Occupational Health and Safety Act
- Able to assess and respond to complex situations
- Team leader with the ability to nurture a working environment that encourages employee input and participation
- Be able to perform work with relative independence and judgement with initiative required to meet department operating, capital requirements and process abnormalities
- Knowledge and understanding of heavy equipment, machinery and specialized equipment used in the operation and maintenance of parks and roads.
- Public relations and interpersonal skills to address concerns in a professional and courteous manner
- Capable of handling multiple, changing priorities with frequent interruptions in an environment where decisions must be made quickly
- Bilingualism in English and French an asset.

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
- Errors can also negatively affect the public's perception and confidence in the Township as a whole and in the department itself

Physical and Mental Demands

Physical Environment:

- Activities will be split between the office, vehicle and outside work. Extensive driving is required as duties will involve site visits, tours and inspections of Public Works assets and work
- 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 high vis vests



Position Description

- Will require dealing with potentially verbally and physically hostile individuals and possibly coming into contact with aggressive animals

Physical Effort:

- Must be in good physical health, and capable of performing all work, including occasional lifting (up to 50lbs), pushing and pulling heavy objects, and working with various chemicals, etc.,
- Must work in all types of weather, times and environmental conditions
- Required to operate or drive vehicles for extended periods of time

Sensory Demands:

- Visual concentration and alertness is required while driving and reviewing/auditing financial and technical records relating to projects
- May occasionally be exposed to unusual/distracting noise and glare from computer monitors
- Auditory strain is evident when trying to listen around noisy equipment and on cell phone in certain areas
- Repetition requiring alertness is required while driving.
- Higher than normal levels of safety alertness is required to ensure various hazards such as operating heavy equipment and open ditches do not impose danger to personnel

Mental Demand (Stress):

- Required to be on call 24 hours a day, including weekends and holidays
- 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
- Will require working alone and dealing with potentially hostile individuals and possibly coming into contact with aggressive dogs
- Activities subject to scrutiny from external inspectors (MLITSD, D.F.O., MNRF, etc.)
- May be subject to personal penalties under the MLITSD., D.F.O

Working Conditions

- 40 hours per week, Monday to Friday 7am to 3:30pm
- Required to be on call
- May be called into work after normal working hours (evenings, night, weekends, holidays) in the event of an emergency or if the on-call operator is not available

Confidentiality

The position requires confidentiality be maintained with respect to employee's health, wellness, and employment records. In addition, position requires maintenance of confidentiality on legal and financial matters relevant to the municipality.

Review



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Position Description

Supervisor: Tim Leitch, Director of Public Works

Date: June 25, 2026