



## Township of Essa Job Description

### Position Title: Winter Patroller/Labourer May 2020

<b>Reports to:</b>	Assistant Roads Supervisor	<b>Last Revision Date:</b>	May 2020
<b>Department:</b>	Public Works	<b>Supervise staff or assign work (lead hand) or no HR responsibility?</b>	No supervisory responsibilities
<b>Location:</b>	Roads Garage	<b>List all positions directly supervised:</b>	None
<b>Standard weekly hours per employment agreement:</b>	40	<b>List of all position indirectly supervised:</b>	None
<b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b>	Contract	<b>Pay Band #:</b>	
<b>Pay Method: (Salary or Hourly)</b>	Hourly	<b>On Call (Yes reference to details)</b>	Yes
<b>Overtime (Eligible? Weekly Threshold?):</b>	Paid at 1½ times the regular hourly rate after working 88 hours bi-weekly (each pay period)	<b>Eligible for all staff group benefits? (yes/no) If eligible for some describe which:</b>	No
		<b>Eligible for OMERS? (yes/no)</b>	No

#### Scope (Purpose) of Position:

To provide a variety of construction and maintenance and repair services to roads and adjacent public property for the safety and convenience of the public. To operate a front-end loader, dozer, tractor-backhoe, tandem snow plough/sander/dump trucks, sidewalk plough and other specialized equipment including carrying out labour intensive tasks.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate team work and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<p><b>Winter Roads Maintenance and Patrolling Duties</b></p>	<ul style="list-style-type: none"> <li>• Maintains good condition of roads during winter months by sanding and salting of roads, snow plowing and shoveling. Must respond to (emergency) requests for snow removal.</li> <li>• Maintains landscaping in healthy, attractive condition.</li> <li>• Shall carry out road patrolling as directed by the Supervisor. Calls in staff to attend to snow ploughing/sanding and other requirements, as per level of service policy for winter road maintenance.</li> <li>• Shall be required to perform labour intensive tasks such as, but not limited to, tree removal, patching of hard-topped roads, shoveling and raking, culvert installation and removal, catch basin cleaning, lifting, maintenance and servicing of small and heavy equipment, sign installation, guide post installation, picking up and disposal of illegally dumped wastes and road kill, sweeping, washing of equipment, steaming culverts, etc.</li> <li>• Respond to calls from police, fire, other emergency agencies, close roads, put up temporary signs, manage spills, give update to school boards about road conditions for buses.</li> </ul>	
<p><b>Road Maintenance and Construction</b></p>	<ul style="list-style-type: none"> <li>• Responsible for conducting general maintenance functions for roads operations such as: construction projects and paving preparation; maintaining roads in good condition for gravel spreading; repairing and installing street signs, etc.; operating light vehicles including vibratory compactors; operating front-end load, tandem snow plough/sander units and sidewalk plough.</li> <li>• Required to respond to emergency events.</li> <li>• Liaises with utility services to discuss locations of services and maintenance of existing sewer and water systems as required.</li> </ul>	



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<b>Equipment/Tools</b>	<ul style="list-style-type: none"> <li>• Carries out work assignments using a variety of vehicles and light equipment, plus hand and power tools.</li> <li>• Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.</li> <li>• Maintains equipment, vehicles and tools in safe operating condition by following acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.) according to service manuals; performing repair/replacement work; and recommending major repairs and/or replacement of equipment to the Supervisor.</li> </ul>	
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Vehicle inspection sheets.</li> <li>• Site safety audits.</li> <li>• Responsible for the tracking of hours of service and inspection of safety devices.</li> <li>• Completion of service repair sheet.</li> </ul>	

### Other details of the position

<b>1. Describe the type of problems this position may have to solve.</b>	Expected to carry out routine tasks following standard operating procedures.
<b>2. Describe the type of decisions this position may have to make.</b>	Most tasks are predefined. Works under direct supervision.
<b>3. List the non-supervisory business relationships that come with the position.</b>	Works with others in their own department.
<b>4. Any responsibility for material resources required by the position? If so list.</b>	Responsible for vehicles and machinery; tablets and cell phones, and tools in accordance with the policies and procedures of the organization.
<b>5. Any responsibility for information resources required by the position? If so list.</b>	Not responsible for data entry or files or records other than of entries on set forms for submission to Supervisor including maintenance of safety records, daily records, material uses, vehicle repair sheets, notification of deficiency and repairs needed, brake inspection reports, etc. See documentation area.
<b>6. What is the spending limit for purchases of the position?</b>	None.
<b>7. Any budget involvement? If so explain</b>	None.



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Expected Behaviours of the position (same for all positions)				
	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication</b>				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups		X		
(c) Large group presentation	X			
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
<b>2. Stakeholder Contact</b>				
(a) Knowledge of the services provided				X
(b) Professional manner in dealing with stakeholders		X		
(c) Customer focused orientation (can do)		X		
(d) Build strong relationships		X		
(e) Continually improve service		X		
<b>3. Leadership</b>				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)	X			
(e) Innovate	X			
(f) Think critically – Think independently	X			
(g) Tolerant (diversity)	X			
(h) Empathy	X			
(i) Confidence		X		
(j) Active listening		X		
<b>4. Supervisory</b>				
(a) Coach & mentor	X			



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(b) Empower & delegate	X			
(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
<b>5. Teamwork</b>				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships			X	
(c) Champion collaboration within the team			X	
(d) Accept all feedback (superiors, pers & subordinates)			X	
(e) Respect authority			X	
(f) Resolve conflict & difficult people			X	
<b>6. Working Skills</b>				
(a) Manage workload and meet deadlines (time management)	X			
(b) Deliver results (work ethic)	X			
(c) Manage stress	X			
(d) Manage quality of own work (attention to detail)	X			
(e) Ethics & integrity	X			
(f) Autonomy (independent action)	X			
(g) Creativity (originality and independent thinking)	X			
(h) Organization including project management	X			

### Qualifications

#### Formal Education & Training:

High School or equivalence mandatory. Competent in operating a heavy snow plow.



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<p><b>Required in house training:</b>          Propane Handling, Chainsaw Handling, Equipment Courses, Book 7, Confined Space Certification, Working at Heights certification, Common Core Training, WHMIS, Mesh/Mesh Tracks, CPR/First Aid/Defib. Training, Lock out/Tag out Training, Safe Fuel Handling, Hoist and Safe Lifting course, Rigging course, Backhoe, Trackless, farm tractor, attachments, etc.</p>
<p><b>Work Experience:</b>          Minimum of 3-6 months experience in road construction/maintenance and equipment operation.</p>
<p><b>Specific Technical &amp; Sector Skills required:</b>          DZ Licence, AZ preferred.</p>
<b>Physical Skill &amp; Effort and Working Conditions</b>
<p>Routine daily function (i.e. driving) may produce moderate level of fatigue; occasional periods of physical exertion producing moderate level of fatigue; may involve some heavy lifting; working with heavy tools.</p>
<b>Mental Skill &amp; Effort and Working Conditions</b>
<p>Constant attention of some senses required to prevent errors; requirements for attention to detail are very high.</p>

SIGNATURES / APPROVALS	Date	Signature
<b>Incumbent:</b>		
<b>Department Head:</b>		
<b>Chief Administrative Officer:</b>		