

JOB DESCRIPTION

TOWNSHIP OF ELIZABETHTOWN-KITLEY

JOB TITLE:	Public Works Supervisor
DEPARTMENT:	Public Works
REPORTS TO: (Directly)	Public Works Manager
REPORTS TO: (Indirectly)	Administrator (CAO)/Clerk, Director of Finance and Mayor & Council
WAGE:	Pay Grade 8 (\$92,169 - \$103,759) 2025 Rates 40-hours/week

POSITION OBJECTIVE AND SCOPE

Assists with the planning and execution of the maintenance and construction programs for municipal roads and operations of the municipal land fill. Coordinates and supervises the day-to-day operations of the Public Works department in accordance with the Minimum Maintenance Standards (O.Reg 249/02) and all other relevant internal policies and procedures; as well as overseeing the operations of the municipal landfill sites in accordance with O.Reg 232/98 in the Environmental Protection Act.

MAJOR RESPONSIBILITIES

Operational

- Assists the Public Works Manager in the planning and decision-making process to ensure that road maintenance and construction programs are carried out in a timely and efficient manner as per municipal practices and procedures.
- Plan coordinate and supervise roads maintenance and road repair operations, including contractors performing service contracts.
- Coordinates resources to assist with the day-to-day operation and maintenance programs of the landfill sites.
- Responsible for the development and implementation of road maintenance schedules.
- Responsible for the day-to-day operations of the public works crews and the completion of road maintenance.
- Responsible for the completion of construction projects, ensuring staff is instructed as to what work is to be completed and any local conditions to be considered.
- Ensure that traffic protection plans are completed as required.
- Ensure that all utility locations are marked in work areas, and as required, locates and marks underground Township storm sewers and culverts.
- Responsible for the effective scheduling of employees and use of equipment to complete work assignments, ensuring the efficient use of resources.
- Responsible for maintaining an inventory of equipment, supplies and material

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required for the department.

- Responsible for maintenance and upkeep of public works vehicles and equipment, to ensure reliability and safety.

People and Performance

- Ensure that all necessary personal protective equipment (e.g. safety boots, hard hats, reflective vests, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.
- Conducts road patrol on an ongoing basis.
- Performs the duties of the Equipment Operator/Labourer as required.
- Train new and existing staff in work methods to ensure conformance with accepted standards and Township policies
- Prepare weekly and monthly work schedule for assigned work crews
- Monitors public works crews' hours of work to comply with legislation
- Ensuring that public works crews submit payroll information and equipment time sheets to payroll in an accurate and timely manner.
- Reviews staff concerns and provides guidance as to methods, priorities or other assistance that may be required.
- Keeps detailed documentation of all personnel and incident reporting and absenteeism relating to assign work crews
- Maintain discipline and morale of department including proper documentation of the discipline process
- Fosters a positive work environment, continuous improvement and customer service excellence.
- Provides recommendations to the Manager of Public Works regarding personnel matters including disciplinary actions or dismissal of employees.

Legislation

- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Responsible for adhering to and ensuring those under their supervision adhere to the Highway Traffic Act, Occupational Health and Safety Act, Environmental Protection Act, WHMIS, applicable legislation regulations statues and Municipal policies/procedures/practices and operational guidelines

Other Responsibilities

- Attend and prepares for meetings as required.
- Performs the duties and responsibilities of the Public Works Manager in their absence.
- Performs other related duties, as assigned, that are in accordance with job responsibilities and/or necessary department or corporate objectives.

SUPERVISION

This position requires the incumbent to direct and supervise the work of personnel assigned by the Public Works Manager, including but not limited to public works staff and work crews.

MINIMUM QUALIFICATIONS

Education

- Post-secondary education with a focus in civil engineering or equivalent combination of education and work experience.
- Completion of the relevant Guelph Road School courses is an asset.
- Certified Road Supervisors (CRS) certification from the Association of Ontario Road Supervisors would be considered an asset.
- Preference will be given to applicants who have completed or are willing to complete the Certified Road Supervisor (CRS) designation through AORS.

Job Related Experience

- Must possess a valid Ontario Driver's License, Class 'D' with a valid "Z" (air brake) endorsement with a satisfactory drivers abstract.
- Experience and knowledge of operating a variety of heavy equipment and Class 'D' vehicles
- Minimum of five years' related experience, at least two of which are in the municipal sector, in a supervisory capacity or completed supervisory/management courses.
- Thorough working knowledge in municipal infrastructure operations and maintenance, associated materials and supplies, equipment operation and maintenance procedures, waste disposal, collection and landfill operations, road design and construction, surveying and inspection and tender and contract administration.
- Experience in municipal public works, including landfill operations and road construction, maintenance and safety procedures required.
- Sound understanding of risk assessment and management, project management and asset management is considered an asset.
- Knowledge of Municipal/Provincial/Federal legislation pertaining to the public works operations, including the Occupational Health and Safety Act, WHMIS, and Highway Traffic Act
- In-depth knowledge of legislation, regulations, policies, and guidelines.

SKILL REQUIREMENTS

Additional Skills and Abilities:

- Supervisory/Leadership experience would be considered an asset
- Adept at or willing to learn the proper use of technology such as computers, tablets, and smart phones

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- Ability to demonstrate initiative consistently with a strong commitment to customer service, effective leadership, and conflict resolution, while exercising discretion and good judgment. Possess a high level of initiative and personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to prioritize tasks effectively and efficiently for self and team.
- Excellent administrative, communication, interpersonal, organizational, project management, supervisor/leadership, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct operations service delivery setting.
- Ability to manage stressful and antagonistic situations professionally and respectfully.
- Demonstrated proficiency in a wide range of computer programs, including GIS.

Analytical and Problem-Solving Skills

- Demonstrated complex problem-solving skills and attention to detail and accuracy.
- Ability to read and interpret documents such as legislative acts, equipment specifications, operating and maintenance instructions and procedure manuals.
- Ability to analyze complex situations and data to determine potential problems, provide both umbrella and detailed planning and corrective actions, recognize strengths and weaknesses in staff to mitigate potential problems and be proactive. Ability to provide detailed and comprehensive guidance and training in the use of approved practices and procedures.
- Judgement is exercised in preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
- Judgement is exercised in accordance with statutory requirements and interpretation of legislation.
- Working with staff to identify problems, develop solutions, and maintaining harmony and team spirit.
- Responding quickly and decisively to operational emergencies
- Errors, incorrect judgement or otherwise, may result in serious legal or other repercussions to the Township.

Communication Skills

- Convey and exchange information to people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, including presentation.

WORKING CONDITIONS

Environment

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- Office and outdoor environments.
- Physically capable of performing the required functions of the position and wearing the applicable personal protective equipment.
- Required to attend external sites to supervise operations, oversee projects for review purposes, assessments, and complaint investigations.
- Exposure to hazards and inclement weather conditions.
- Exposure to normal garage environment.
- Required to work unusual hours to handle emergency and poor weather conditions.
- Required to spend a significant amount of time driving as part of the normal workday.

Control over Work Schedule

- Based on a 40-hour work week, although additional hours may be necessary.
- Will be required to work outside regular office hours on a varied and flexible schedule to supervise or monitor projects and operations.
- Travel may be required to attend meetings or professional development opportunities.

WORKING RELATIONSHIPS

Internal:

- With the Manager of Public Works for the purpose of obtaining and sharing information to complete work assignments.
- With Public Works Staff to provide information to complete work assignments.
- With other Township Departments to provide and obtain information.

External:

- With contractors, utilities and suppliers to provide information to complete work assignments.
- With various Municipal/Provincial/Federal agencies to provide and obtain information.
- With the general public to provide information, ensuring polite and tactful relations.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.