



# Job Description

**Position Title:** Area Supervisor

**Department:** Transportation Services

**Reports To:** Maintenance Manager

## Purpose

To plan, coordinate, budget, and supervise maintenance work required throughout the assigned patrol to ensure the County roads and structures meet the defined level of service and that work is completed safely and economically.

## Responsibilities

### *Supervises Unionized Hourly Rated Personnel Within The Patrol*

- Assists with hiring and orientation of new employees
- Organizes and schedules work assignments throughout patrol area and assigns crews and equipment accordingly.
- Provides effective leadership, guidance and discipline.
- Enforces County By-laws, Policies, Occupational Health and Safety Regulations.
- Supervises according to the County's personnel policies and the terms of collective agreements.
- Assists with training and development of employees.

### *Maintains All Roads And Equipment In The Patrol Area To An Approved Level Of Service Standards*

- Schedules maintenance activities that are assigned to the patrol in consultation with the Maintenance and Engineering Managers.
- Determines maintenance requirements on all roads in the patrol through daily patrols.
- Patrols each road as required to inspect road surface conditions and adjacent public property. Inspects road entrances, encroachments and signs for compliance with applicable policies and procedures.
- Supervises and inspects all work completed by staff, contractors and outside agencies.

- Ensures the winter minimum maintenance level of service is met on roads by organizing and assigning winter activities such as patrolling, plowing, salting and sanding duties.
- Maintains the Transportation Department buildings throughout patrol area.
- Schedules maintenance and servicing of all County equipment in the patrol area in consultation with mechanics.
- Deals diplomatically and effectively with the public at all times. Explains operations, activities and schedules, especially when disruptions in service are occurring.
- Investigates and resolves complaints and enquiries respecting patrol operations.

### *Carries Out Administrative Functions In Support Of Patrol Responsibilities*

- Accounts for all work that is carried out in the patrol by maintaining a diary that documents patrol activities.
- Responsible for maintaining an electronic record of County maintenance activities using a variety of computer programs. Maintains accounting and documentation of work by keeping crew cards, time sheets, fuel records and purchase orders.
- Assists in planning, administrating and monitoring the patrol work and budget.
- Administers permits, agreements and contracts.

### *Other Duties*

- Maintains skills at a high level. Required to maintain current knowledge of computer software.
- Takes training and development through courses, seminars and selected reading.
- Responsible for occupational health and safety.
- Performs other related duties as assigned by the Maintenance Manager.

## Working Conditions

Hours of work are based on a 40 hour work week and may be called to work overtime to meet peak periods and emergencies in the patrol area. This also includes the requirement to be on-call/standby as part of a rotating schedule for which Grey County provides compensation.

Exposed to extreme heat and cold, machine noise, and hazardous substances.

## Contacts

### *Internal Working Relationships*

Internal working relationships include Maintenance Manager, Shop Foreman, Store and Quality Control Technician, Engineering staff, Director of Transportation Services, Administration staff, and other County staff.

### *External Working Relationships*

External working relationships include contractors, general public, provincial ministries, police, utility companies, etc.

## Knowledge and Skill

- Two year Civil Technician diploma, with at least 5 years of practical experience or equivalent work experience.
- Certified Road Superintendent Certification (C.R.S.) would be an asset.
- An understanding of Municipal construction and maintenance programs and the equipment used on these projects.
- Ability to plan, organize and prioritize work.
- Ability to supervise staff and contractors.
- Ability to respond to complaints quickly and effectively.
- Excellent communication skills.
- Good computer skills.

## Impact of Error

Failure to meet service levels could lead to road accidents, property damage and personal injury. Other impacts include the risk of personal and corporate liability, loss of public credibility in the County's ability to provide road services. Errors in administrative and leadership responsibilities lead to misuse of resources and personnel, and costly delays in services.