

Job Title	Roads Crew Leader
Wage	\$25.48 - \$27.44 hourly (2018)
Reports To	Supervisor, Public Works
Department	Public Works
Location	Roads Operations – Distributed amongst East, West A and B Areas
Hours	Full-time is 40 hours per week
Other	Availability for additional hours required, specifically in winter season. Travel through the City of Kawartha Lakes in accordance with job requirements; work location may vary.

Job Description

- Non-Winter months - Assist in the assignment of resources (i.e. employees, material and equipment) and the completion of assigned work objectives by providing leadership to front line staff;
- Assist with training, directing, scheduling and delegating operational activities, ensuring productivity, quality of work, safety and efficiency of crew;
- Responsible for the administration of customer service issues and requests related to public works operations utilizing the City's corporate software;
- Response to enquiries by providing assistance and general information to the public in regards to roads maintenance issues;
- Responsible for creation, modification and completion of work orders within the City's electronic work order system including assigning labour, equipment and materials to work orders;
- Responsible for the crew's daily time sheets, equipment log sheets, hours of service log sheets and traffic control plans;
- Coordinate purchasing of supplies and equipment as required within the parameters of the budget, departmental protocol and City Purchasing Policy;
- Administer the terms of public works operational contracts including reviewing and coordinating progress payments, purchase orders, invoicing and related documentation;
- Assist the supervisor in the creation of operational contracts;
- Maintain detailed and accurate daily records;
- Winter months - Patrol the roads and document road conditions in accordance with organizational patrol standards;
- In consideration of department guidelines, coordinate and exercise judgment in determining the necessity of activating partial or full complement (internal and contracted resources) of sanding, salting, plowing and snow removal crews and also the type of material to be used on roadway surface to control hazardous conditions;
- Year-round - Work collaboratively with Supervisory staff in a manner that ensures objectives can be realized;
- Responsible for adherence to, and compliance with, all applicable legislation and the City of Kawartha Lakes levels of service policies and general operating guidelines;
- Act as a 'supervisor' under the Occupational Health and Safety Act; promote and manage a safety first working environment and ensure that all OH&S requirements are adhered to;
- May require the completion of duties of Equipment Operator including, but not limited to, operating winter maintenance equipment; truck combo-unit with plow and wing, loaders, brushing units and other equipment as directed;

- May require general labour and maintenance duties including, but not limited to: tree and brush cutting, road and sign maintenance, gravel and cold patching operations, road applications (calcium chloride), guardrail or sidewalk repair, shop maintenance, general vehicle and equipment maintenance;
- Perform other related duties as assigned.

Skills/Education Required

- Secondary School Diploma
- Completion of T J Mahoney Road School through Ontario Good Roads Association (OGRA) or willingness to obtain
- Minimum 5 years of related progressive experience, in a municipal environment
- Experience with road maintenance and repair experience, both hard top and gravel, all seasons, including winter control experience
- Demonstrated high level of leadership, interpersonal and communication skills with a focus on customer service
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to function well as a contributing member of a service delivery team
- Possess analytical, problem solving and mechanical skills
- Demonstrated time management skills with ability to handle multiple projects and changing priorities quickly and effectively, to maintain compliance and meet deadlines
- Must have legible and accurate writing ability
- Experience and ability to safely and competently operate plow truck with wing and sander, loaders and backhoes
- Current knowledge of winter control operations, and practices including an understanding of weather basics, material application rates, salt management practices and winter control operational needs
- Ability to read and understand a number of legislative requirements such as , Occupational Health and Safety Act, Highway Traffic Act (incl Hours of Work), Minimum Maintenance Standards, City policies and Operational Guidelines etc.
- Contract management experience for contracted and outsourced services
- Ability to operate small hand tools and equipment (i.e. chainsaw, weed eater)
- Demonstrated proficiency in Microsoft Office, various administrative software for issues, payroll, and any other related software
- Possess and maintain a valid Ontario Class “D” Driver’s License with “Z” endorsement and acceptable driving record

Applicants must be prepared for skill testing.

To apply online visit our Careers-Volunteering Section at www.kawarthalakes.ca

The City of Kawartha Lakes is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. Accommodation may be provided in all parts of the hiring process.