



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2688

A BY-LAW TO APPOINT A ROAD SUPERINTENDENT

WHEREAS The Public Transportation and Highway Improvement Act, R.S.O. 1990, Chapter P.50, Section 72(1) requires that every Township shall, by by-law, appoint a Township Road Superintendent who, subject to the direction of Council, shall inspect all roads under the jurisdiction and control of the Township, and shall lay out and supervise all work on such roads;

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. That John Simcock shall be appointed Road Superintendent effective December 3, 2007.
2. That John Simcock shall do all things and perform all duties pursuant to the statutory authority quoted heretofore and the Terms of Reference set down on Schedule "A" of this by-law.

Read a first time this 26th day of November, 2007

Read a second time this 26th day of November, 2007.

Read a third time and passed this 26th day of November, 2007.

Reeve

Clerk



SCHEDULE "A" OF BY-LAW 2688

TOWNSHIP OF AUGUSTA

JOB DESCRIPTION

TITLE: Roads Superintendent

REPORTING TO: Chief Administration Officer (CAO)

POSITION OBJECTIVE & SCOPE:

- In accordance with applicable legislation and related regulations and the guidelines, authority and direction provided by CAO and Council and operating within approved budgets, to manage and ensure appropriate performance of the Roads Department, which includes the operation and maintenance activities associated with the Municipality's Infrastructure. The Roads Superintendent will be responsible for managing all functions related to roads and highways, municipal facilities and property.

RESPONSIBILITIES

- Maintain records with respect to staff hours and in consultation with the CAO, recommend hiring, promotions, pay adjustments, and disciplinary action for Roads employees in accordance with the Municipality's policies.
- Direct the operations of the Roads Department, including:
 - Ensure Council policies, relating to the Roads Department are adhered to and enforced.
 - Develop training programs for the Roads Department staff, including operational and safety training.
 - Investigate complaints from the public, determine action to be taken and delegate the staff as appropriate. Prepare a report on each complaint for files and submit to the CAO.
 - Secure and maintain the equipment necessary to undertake the work of the Department as per the Department budget.
 - Develop and implement an inventory control program including a planned replacement schedule to ensure that machinery, tools and materials owned or rented/leased by the Municipality are maintained in acceptable working condition.
 - Ensure that winter maintenance of the roads is undertaken with full consideration of the safety of the traveling public.
 - Ensure that all washouts, drain and culvert obstructions and bridge failures are repaired or guarded with maximum expediency, ensure that there is a minimum opportunity for accidents and for further injury to Municipal and/or private property.
 - Ensure that brush is cut and removed at all intersections and other hazardous locations where maximum visibility is required.
 - Responsible for regular inspections to identify potential problems and for making the necessary repairs before they become safety hazards and any inconvenience to the public.
 - Responsible for the maintenance of the street and traffic lights in the Municipality.

- Shall attend all Roads Committee meetings and any other meetings when called upon, for the purpose of reporting on the activities of the Roads Department and to receive directions from the Committee and Council.
 - Shall prepare tender documents for any items approved for purchase as per the annual budget.
 - Provide advice and guidance to Council and its Committees on the development of plans, priorities and policies for effective Roads services; discuss service standards and costs, recommend the adoption of budgets and the eligibility for Provincial or Federal grants and subsidies.
 - Prepare for approval by Council the annual works program and prepare for approval the Roads Department's operational and capital budgets.
 - Review the monthly financial reports and financial activities of the Department and , where necessary, takes necessary corrective measures to remain within budget.
 - Supervises consultants and contractors hired by the Municipality for related projects. Shall ensure that all contract work is undertaken as per the Municipality's specifications and certify that such work is completed satisfactory prior to the approval of any related invoices.
 - Maintain files, plans and records for infrastructure works and liability issues.
 - Inspect dangerous conditions on Municipal properties and within established procedures and ensures the conditions are made safe.
- Performs other duties as directed by the CAO or Council.

WORKING RELATIONSHIPS:

- Internal: CAO, department staff, various Boards, and Council
 External: Liaison with other municipalities, Provincial Departments, agencies and various contractors, suppliers of services and equipment. Coordinates with utility companies and others using municipal properties.

WORKING CONDITIONS:

- Both inside and outside work in all seasons:
- Required to work 40 hours per week; (additional hours can be expected)
- Required to attend evening meetings;
- Travel may be required.