



Job Title:
Division:
Reports to:
Last Revision:

Roads - Lead Hand
Transportation Services
Roads Superintendent
2026

Job Statement

The Roads Lead Hand is responsible to provide day-to-day supervision and assist in the coordination of all road activities and operations. This includes supporting the administration of a comprehensive program of construction and maintenance of public roads and assists within the road corridor to meet Minimum Maintenance Standards.

Essential Functions

1. Assists the Roads Superintendent to organize, coordinate, and supervise daily operational activities in accordance with Township policies, procedures, and priorities. Coordinates workforce and equipment resources of departmental operations.
2. Assists the Transportation Services functions including but not limited to all road maintenance and rehabilitation, winter control, road patrol, culverts, and signs.
3. Operates equipment and fleet including plowing.
4. Supports the leadership and direction to staff, assisting the Roads Superintendent with staff coordination, training, development, and performance-related matters.
5. Contributes to the development of work plans and provides updates with on-going projects/task.
6. Ensures assignments, supervision and accountability for tasks and duties of the team.
7. Performs and assists with the maintenance and repair of municipal roads, ditches, culverts, and drainage infrastructure in good repair, including winter maintenance operations such as snow plowing, sanding, salting, and snow removal.
8. Contributes to development proposals and asset management and supervises municipal construction projects including contractors.
9. Assists by providing operational information and input to support the preparation and monitoring of departmental operating and capital budgets.
10. Serves as Acting Roads Superintendent in the absence of the incumbent.
11. Performs various administrative functions and liaises with agencies.

12. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with the operational policies of the Township of Whitewater Region.
13. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Job Specifications

1. Grade 12 or equivalent, combined with three years of public works or road construction experience.
2. Courses in T.J. Mahoney Roads School and/or C.S. Anderson Road School required or willing to obtain.
3. Certified Road Supervisor (CRS) designation preferred or willing to obtain.
4. One-year supervisory experience, with demonstrated ability to lead strategically and direct departmental staff.
5. Water distribution, wastewater and storm collection construction knowledge would be considered an asset.
6. Previous experience with asset and project management.
7. Working knowledge of computers, best practices, methods, materials and equipment used in the construction and maintenance of public works infrastructure.
8. Good interpersonal skills working in a team coupled with an ability to communicate effectively in both oral and written forms.
9. Excellent project/time management and problem-solving skills.
10. Ability to interpret legal surveys, drawings, plans, etc.
11. Ability to work independently including working utilizing a laptop and other work tools to ensure operations are conducted in an efficient, effective, and safe manner.
12. Working conditions include exposure to physical hazards and inclement weather conditions such as blizzards, white-outs, ice storms, fog, etc.
13. Thorough knowledge of procedures, principles and practices pertaining to traffic control, construction, road maintenance, with overall competency in regard to regulations.
14. Experience operating light and heavy equipment.
15. Ability to be on call 24 hours per day with flexibility in hours of work.
16. Valid Class DZ driver's licence.
17. Health & Safety Training, including current CPR & First Aid AED.

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 classification.