



Job Title:
Division:
Reports to:
Last Revision:

Roads Superintendent
Transportation Services
Public Works Manager
2025

Job Statement

The Roads Superintendent is responsible for the effective coordination of all road activities and operations. This includes administration of a comprehensive program of construction and maintenance of public streets, culverts, ditching, and other roads work in keeping with Minimum Maintenance Standards.

Essential Functions

1. Leads the Transportation Services function including but not limited to all road maintenance, winter control, road patrol, culverts, and signs.
2. Administers the municipal fleet and equipment program with the assistance of the Mechanics.
3. Operates equipment and fleet including plowing.
4. Provides leadership and direction to staff.
5. Ensures assignments, supervision and accountability for tasks and duties of the team.
6. Develops and administers maintenance programs for the operation and rehabilitation of roads.
7. Develops and reviews procedures, standards and programs governing roads.
8. Manages inventory of equipment, supplies, and vehicles required for roads construction and maintenance programs.
9. Maintains accurate employee and equipment records and prepares reports.
10. Supervises municipal construction projects.
11. Support in water distribution and wastewater collection systems repairs.
12. Participates in the review of development proposals and asset management.
13. Prepares and monitors departmental capital and operating budgets.
14. Develops, maintains, and implements departmental policies and procedures.
15. Performs various administrative functions and liaises with agencies.
16. 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.
17. 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 five 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) – Intermediate designation preferred or willing to obtain.
4. Three years supervisory experience, with demonstrated ability to lead strategically and direct departmental staff.
5. Previous experience with asset management, budgeting, and estimating.
6. Working knowledge of computers, best practices, methods, materials and equipment used in the construction and maintenance of public works infrastructure.
7. Good interpersonal skills working in a team coupled with an ability to communicate effectively in both oral and written forms.
8. Excellent project/time management and problem-solving skills.
9. Ability to interpret legal surveys, drawings, plans, etc.
10. Ability to work independently including working remotely in the assigned corporate vehicle utilizing a laptop and other work tools to ensure operations are conducted in an efficient, effective, and safe manner.
11. Thorough knowledge of procedures, principles and practices pertaining to traffic control, construction, road and fleet maintenance, with overall competency in regard to regulations and labour relations.
12. Experience operating light and heavy equipment.
13. Class 1 Water Distribution and Class 1 Wastewater Collection or construction knowledge would be considered an asset.
14. Ability to be on call 24 hours per day with flexibility in hours of work.
15. Basic computer proficiency and report writing are required.
16. Valid Ontario Drivers Licence "G" with preference of "DZ", in good standing.
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.