

THE CORPORATION OF THE TOWNSHIP OF WESTMEATH

BY-LAW 98-09A

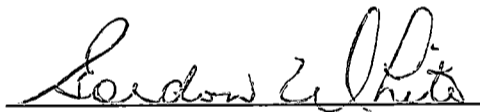
To Appoint a Drainage Superintendent Pursuant to The Drainage Act

WHEREAS Section 93(1), R.S.O. 1990, D 17, of The Drainage Act, authorizes the Councils of local Municipalities to appoint a Drainage Superintendent and provide for his remuneration for the purposes and in the manner set out herein;

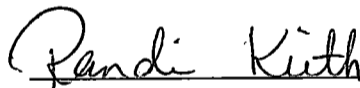
NOW THEREFORE, pursuant to The Drainage Act, 1990, the Council of the Township of Westmeath enacts as follows:-

1. Richard Leech is hereby appointed Drainage Superintendent for the Municipality of the Township of Westmeath.
2. The Drainage Superintendent appointed hereunder shall receive such remuneration as shall be mutually agreed upon by himself and Council and shall hold office until such time as he resigns or his employment is terminated by resolution of Council.
3. The Drainage Superintendent shall carry out the duties imposed upon him pursuant to The Drainage Act, 1990 and shall submit such reports and carry out such other duties in Schedule "A" as may be required of him by Council from time to time.
4. Upon the passage of this By-Law all previous By-Laws appointing a Drainage Superintendent are repealed.

PASSED and ENACTED this 8th Day of April, 1998.



Reeve



Clerk

SCHEDULE "A"

POSITION DESCRIPTION

POSITION TITLE

Drainage Superintendent for Townships of Admaston, Bromley, Ross, and Westmeath

PURPOSE OF THE POSITION

Under the direction, control and Policy of Council, and in accordance with the Drainage Act, to investigate water related complaints and to supervise the construction and maintenance programs of Municipal Drains in the Townships of Admaston, Bromley, Ross, and Westmeath.

MAJOR RESPONSIBILITIES

Program/Service:

1. Responds to complaints made by property owners to himself and/or Municipal Staff in respect to water problems on Private Lands and/or functional problems on existing Municipal Drains.
2. Attends meetings for New Municipal Drains to provide input and assistance in the development of the Engineers Report, as well as, the Construction Procedures.
3. Researches Engineers Reports prepared for Municipal Drains to find out what the original design specifications were and carries out maintenance accordingly.
4. May engage contractors with consultation with Council to carry out repairs on Municipal Drains or may prepare documentation to obtain quotes so that a fair price for work can be obtained before engaging contractors.
5. Researches the problems prior to having contractors on site to have all necessary material on site.
6. Keeps accurate track of time and work carried out, keeps notes to be filed with the Municipal Drain for future references.
7. Manages a small inventory of material in each Municipality.
8. Assists the clerk-treasurer in each Municipality with Drainage By-Laws, calculating and apportioning Drainage Assessment for billing purposes.
9. Submits reports on all inquiries related to claims or complaints to the appropriate authority.
10. Keeps accurate track of own time spent on different projects and responses to problems and submits invoices on a regular basis to the respective Municipality.

11. Must also be knowledgeable with the Tile Drainage Act to inspect the installation of Tile Drains in situations where landowners wish to borrow money from the Province to install tile drains. The Drainage Superintendent is also known as tile drainage inspector who inspects and prepares plans of the tile drains installed and application forms to be sent to the Province.

HUMAN RESOURCES

Supervises all personnel in the Construction of New Municipal Drains and in the Maintenance of existing Municipal Drains.

FINANCIAL RESOURCES

Assists in the preparation of annual Drainage Budgets.

- As approved by Council, administrates the annual drain maintenance program.

METERIAL RESOURCES

Ensures the safe operation and management of equipment and supplies such as drainage machinery, trucks and underground tile.

SKILLS AND EFFORT

- Thorough knowledge of construction and maintenance techniques of underground and open drainage systems.
- Strong interpersonal skills;
 - to relate with the public, council and employees.
 - to relate with the clerk-treasurer regarding payment of accounts, budget estimates and expenditures.
 - to relate with the general public to explain drain maintenance operations and to respond to questions and complaints.
 - to relate with trades people and contractors to purchase the use of equipment and services.
- Must have some knowledge on the use of a transit.

WORKING CONDITIONS

- Travels to work sites in four (4) different Municipalities.
- Control over work schedule.
- Must attend courses and conferences outside immediate area.
- Deals with evening emergencies. Regularly attends meetings which convene outside of normal working hours.