



POSITION TITLE: PUBLIC WORKS EMPLOYEE – Weekend Patroller - Seasonal

Work Duration Time Frame Approximately: (December 1 to March 31)

PURPOSE OF THE POSITION:

- To provide a formal planned activity of road patrolling for the purpose of establishing and reporting the condition of the traveled road, structure or incident;
- To initiate action and/or to perform activity to remedy or mitigate the circumstance found and provide written or electronic records of same; and
- To ensure snow and ice control, maintenance and repair services to road allowances for the safety and convenience of the traveling public.

1. MAJOR RESPONSIBILITIES

- a. Must be conversant with approved Township Policies and Procedures and the level of service (LOS) standards of the Township.
- b. Carry out the four general types of road patrol:
 - (1) Dealing with the general condition of roadways;
 - (2) Dealing with the specific condition of the traveled road surface;
 - (3) Dealing with the condition of a specific structure (Bridges/Culverts); and
 - (4) Dealing with the investigation of a specific incident or event that has occurred on the road system.
- c. Carry out reporting procedures electronically or by paper, daily.
- d. Analyze existing weather conditions and forecasted weather conditions via TV, Radio, and weather broadcasts and to verify outdoor conditions. Patrol to confirm weather reports, throughout Township.
- e. Identify and make minor repairs to road traffic signs.
- f. “Call In” staff to perform plowing and sanding operations and other operations once all troubled areas have been identified.
- g. Perform other related duties as assigned, and



- h. Report deficiencies to the Public Works Supervisor and/or the Director of Public Works in a timely fashion.

2. HUMAN RESOURCES

Will be responsible to advise public works staff, that are called in to assist, of defects found.

3. MATERIAL RESOURCES

- a. Carries out work assignments, using a variety of vehicles and hand and power tools to perform all jobs;
- b. Responsible for the safe and effective use of equipment provided to perform all jobs
- c. Maintains equipment, vehicles and tools in a safe operating condition by:
 - (1) Performing Daily Inspections and Maintenance on vehicles used;
 - (2) Performing minor repair/replacement of parts i.e. lights, mirrors, wipers etc.; and
 - (3) Reporting needed repairs of equipment to the Public Works Supervisor and/or Director of Public Works in a timely fashion.

4. FINANCIAL RESOURCES

Not Applicable

5. SKILLS, EFFORT AND KNOWLEDGE

- a. Possesses knowledge of winter road maintenance activities and safety procedures;
- b. Ability to operate a variety of maintenance equipment;
- c. Attends workshops and courses to up-grade skills and develop a broader base of expertise as required;
- d. Possesses and maintains the appropriate driver's license in good standing to operate necessary equipment;
- e. Awareness of and works in accordance with the Occupational and Health and Safety Act and Municipal policies and procedures; and
- f. Good communication skills, written and verbal.



6. PHYSICAL SKILL AND EFFORT

- a. Excellent physical condition with ability to handle physical stress; and
- b. Has the capacity to operate and maintain assigned equipment.

7. DECISION MAKING AND JUDGEMENT

- a. Expected to use initiative and sound judgment and to work with limited supervision;
- b. Advises or contacts the Public Works Supervisor and/or the Director of Public Works on operational issues and makes recommendations.

8. INTERPERSONAL SKILLS AND CONTACTS

- a. Internal – works co-operatively with co-workers to share information in order to complete work assignments; and
- b. External – provides information to the public in a courteous and tactful manner ensuring polite public relations.

9. ENVIRONMENT

May be exposed to physical hazards and inclement weather conditions

10. WORK SCHEDULE

- a. Will be required to work shift work hours to handle regular road patrolling and emergencies; and
- b. May be called upon to extended hours throughout the normal work week.