



Roads Supervisor-070R1-25-5
Roads, Public Works
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) open until filled, for the **Roads Supervisor** with **Roads, Public Works**. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#).

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Roads Supervisor** reports to and works under the direction and supervision of the Director of Public Works.

PURPOSE & SCOPE OF THE POSITION:

Responsible for coordinating, managing and supervising the Roads and Transfer Station staff as well as contractors in the safe and efficient performance of maintenance and construction duties for various Public Works functions. The Roads Supervisor has working knowledge of all operations carried out by all Roads and Transfer Station personnel.

Type	Full Time
Closing Date	Open until filled
Hours of Work	40 hrs./week
Wage	Minimum \$65,374/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Must have a minimum education level of a Grade 12 graduate or equivalent and 5 years work experience in a Government Roads Department.
- Must have three to five years of supervisory experience in a related field.
- Valid class "DZ" Driver's license, "AZ" would be an asset.
- Must have a trade certificate for Heavy Equipment Operator (dozer, excavator, tractor-loader-backhoe)
- Up to date WHMIS Certification
- Valid Working at Heights Certification
- Certified Road Supervisor designation from the Association of Ontario Road Supervisors preferred

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Excellent knowledge of Roads and Transfer Station operations and maintenance.
- Excellent knowledge/experience in the operation and maintenance of Roads and Transfer Station Department equipment and machinery.
- Ability to pass a police security check.
- Be professional in job activities and experienced in handling difficult situations and people.
- Provide an updated abstract of driving record.
- Intermediate computer skills with MS Office and familiarity with specialty weather, road and vehicle software.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to **Kalvin Egan**, HR Business Partner at 519-445-2223 ext. 5721 or via email at HRBP5@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Roads Supervisor – Full-Time – 070R1-25-5
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0



Public Works

Position: Roads Supervisor

REPORTING RELATIONSHIP:

The Roads Supervisor reports to and works under the direction and supervision of the Director of Public Works.

PURPOSE & SCOPE OF THE POSITION:

Responsible for coordinating, managing and supervising the Roads and Transfer Station staff as well as contractors in the safe and efficient performance of maintenance and construction duties for various Public Works functions. The Roads Supervisor has working knowledge of all operations carried out by all Roads and Transfer Station personnel.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions

- Plan and coordinate daily and seasonal operation and maintenance of the Six Nations roads, sidewalks and bridges within designated road allowance.
- Planning and supervising work schedules/repairs for operation and maintenance of roads, storm drains, storm drain outlets, roadside cutting, tree and brush cutting, bridges, equipment, vehicles and the Transfer Station.
- Assists with preparation of Minor Capital and O & M tenders\quotations and provide construction supervision\inspection, as required.
- Ensure that emergency repairs are completed for Public Safety (ie: road wash out, guide rail replacement, potholes, etc.)
- Ensures that weather is monitored and winter road inspections are completed as required to determine if snow plowing, sidewalk clearing and/or sanding is required to call in staff.
- Ensure proper storage, inventory and protection of equipment and supplies.
- Monitors and ensures that the necessary preventative operation and maintenance are completed on Roads and Bridges and Transfer Station to the highest acceptable standard.
- Monitor work for proper completion on Roads buildings and small handheld equipment.
- Supervises any temporary and casual employees in the Roads and Transfer Station Departments and ensures that training plans are in place to ensure their safety and competency.

- Oversees Transfer Station Department ensuring all areas are properly staffed, safely operated and maintained. Ensure construction debris approvals are completed, as required.
- Be available to perform operation of equipment as required to ensure continuity of essential services for public safety.
- Ensure all or any debris/animals are removed from the roadways to ensure public safety.
- Develop and monitor annual training plan for Roads and Transfer Station staff with a focus on health and safety and requirements of their positions.
- Ensure adherence to Provincial and Federal standards including but not limited to: Ontario Minimum Maintenance Standards and Federal Commercial Vehicle Drivers Hours of Service Regulations.

2. Administrative Functions

- Determine equipment and supplies required for scheduled work and requests authorization for expenditures as required.
- Attends committees of Council and other meetings to provide information/advice as required.
- Prepares a variety of written reports, as required.
- Supervise daily, weekly and monthly work schedule and monitor Roads and Transfer Station Department employees.
- Instructing employees (including casual) in proper work methods and procedures.
- Ensures that employees are properly orientated on seasonal hazards.
- Provide advice and guidance on work procedures to all staff.
- Assigning work groups to ensure continuity of operation and maintenance.
- Develops and implements Standard Operating Procedures.
- Discuss and monitor work performance and conduct annual work performance reviews including probationary reviews with subordinates.
- Conduct on-road observation to ensure safety first in operation for all motorists, pedestrians, staff and contractors.

3. Communications Functions

- Maintains daily work logbooks of work completed and ensures that staff logbooks are properly completed.
- Maintain daily log of minor capital and other construction projects
- Maintain records of winter maintenance utilizing specialty software on trucks and equipment
- Assists with annual budget and workplan preparation for the Roads and Transfer Station Departments
- Approves accounts payable for the Roads and Transfer Station Departments.
- Verifying timesheets, logbooks, equipment logs and daily circle check booklets.
- Discipline staff as necessary according to Six Nations of the Grand River Elected Council Employment Policy.
- Supervise and monitor contractors as per tenders and standing offer agreements.

- Annually records and maintains an inventory of all equipment, accessories and tools, etc., entrusted to his/her responsibility.
- Administers Roads and Transfer Station Department budget in conjunction with the Director of Public Works and makes recommendations as required.
- Uses UKG software weekly to ensure that Roads and Transfer Station employees receive their proper pay and that their time off requests are responded to.
- Pickup and delivery of materials and supplies, as required.
- Provides all necessary documentation and represents the Six Nations of the Grand River Elected Council in all legal processes for lawsuits pertaining to the Roads and/or Transfer Station as required.

4. Other Functions

- Assists in any other areas of Public Works Department as required.
- Performs related duties as may be required by the Director of Public Works.
- Provides support to the Six Nations Emergency Response Plan by ensuring awareness of the Six Nations Emergency Response Plan and assists as instructed by the Director of Public Works.

WORKING CONDITIONS:

Work involves physical activity and mental stress; required to work outside at times in inclement weather conditions; requires travel and some interaction with the public including irate residents; subject to deadlines, interruptions, and unscheduled hours; ability to take direction and prioritize work with little supervision.

Subject to some hazardous working conditions requiring physical activity including prolonged standing and walking.

Mental attention to the tasks, and extensive concentration on details.

40 hours per week, 8 hours per day. Flex hours available as designated by the Director of Public Works; be available on Saturdays as required to respond to Transfer Station employees.

On-call evenings, weekends and holidays for Community, Police and Fire emergency requests and be an alternate member of the Emergency Control Group for the Six Nations Emergency Plan.

Six Nations Public Works is a community minded organization that helps other departments of the Six Nations of the Grand River and/or community organizations with their equipment, tools and manpower when required.

WORKING RELATIONSHIPS:

With the Director of Public Works:

Receives supervision, instruction, direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently.

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With other staff members:

Courtesy, cooperation and teamwork with all staff.

With the public:

Represents and promotes Six Nations Roads and Landfill Departments in a courteous, positive and cooperative manner, and provides information and assistance.

KNOWLEDGE AND SKILLS:**Minimum Requirements:**

- Must have a minimum education level of a Grade 12 graduate or equivalent and 5 years work experience in a Government Roads Department.
- Must have three to five years of supervisory experience in a related field.
- Valid class "DZ" Driver's license, "AZ" would be an asset.
- Must have a trade certificate for Heavy Equipment Operator (dozer, excavator, tractor-loader-backhoe)
- Up to date WHMIS Certification
- Valid Working at Heights Certification
- Certified Road Supervisor designation from the Association of Ontario Road Supervisors preferred
- Excellent knowledge of Roads and Transfer Station operations and maintenance.
- Excellent knowledge/experience in the operation and maintenance of Roads and Transfer Station Department equipment and machinery.
- Ability to pass a police security check.
- Be professional in job activities and experienced in handling difficult situations and people.
- Provide an updated abstract of driving record.
- Intermediate computer skills with MS Office and familiarity with specialty weather, road and vehicle software.

Other Related Skills:

- Certified Manager of Transfer Station Systems certification from the Solid Waste Association of North America is an asset.
- Be dependable, reliable, self-starter and able to multi-task.
- Be flexible and possess good organizational skills and take direction as required.
- Ability to analyze problems and recommend solutions and/or implement solutions.
- Excellent ability to prioritize tasks and meet deadlines.
- Possess excellent supervisory, communication and managerial skills.
- Attends various seminars and workshops to remain updated and informed on new procedures and policies relating to Roads issues.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relations, confusion, duplication of effort and misinformation resulting in negative impacts to the leadership team and Six Nations of the Grand River Elected Council. Errors in judgement could lead to embarrassment to Six Nations of the Grand River Elected Council, community and administration, loss of public confidence and unnecessary conflict leading to lack of trust and legal liability.

CONTROL:

Guiding principles set by the Public Works and the Six Nations of the Grand River Elected Council.

Must work within the Policies and Procedures established by the Six Nations Elected Council for Public Works.

Works within the administrative policies and procedures established by the Six Nations of the Grand River for the Six Nations Public Works Department and other legislation provided by the respective government agencies.

Abide by the Rules and Regulations within the Occupational Health and Safety Act.