

**By-law No. 03 - 08 to amend By-law No. 02 - 09**  
**Schedule A**

Township of Burpee and Mills - Job-Description Road Superintendent

**Position:** Roads Superintendent

**Reports to:** Reports to Reeve & Council

**Policy:** The Township of Burpee and Mills shall employ a Roads Superintendent as required. This position will be reviewed annually following an employee performance appraisal.

**Knowledge and Skill:**

1. Extensive knowledge of equipment, construction and maintenance of roads and facilities.
2. Demonstrated ability to estimate road expenses and construction costs.
3. Possession of valid driver's licence (Class "D-Z") and ability to operate all municipal equipment.
4. Ability to work with the public and with private contractors.
5. Road school training is desirable.

**Responsibilities:**

1. Train and supervise municipal roads staff.
2. Prepare roads budgets with reeve and council and review expenditures monthly to ensure that they are within budget limits.
3. Provide report in writing to council outlining expenditures and budget estimates monthly.
4. Ensure that equipment is adequately maintained. Recommend new equipment purchases and major equipment repairs.
5. Supervise and take part in maintenance and construction of municipal roads and bridges.
6. Prepare construction recommendations for approval.
7. Ensure that roads are kept up to municipal standards by ditching and replacing culverts, etc.
8. Patrol roads and looking after potential problems e.g. (washouts, missing signs, trees on roadway etc.
9. Maintain dust control and manage snow removal as per municipal policy.
10. Provide on a monthly basis activity reports and report on major equipment repairs and problems concerning the municipal roads.
11. Meet with the Provincial Government staff to review road requirements.
12. Assist with maintenance of public works and properties as required.
13. To sit as a member of the Emergency Preparedness Team.
14. Other duties as assigned.
15. Work with the public in a courteous and professional manner.

**Working Conditions:**

1. Exposure to the extremes of summer and winter weather is a regular part of the requirements and duties as are night and weekend work.
2. Employee performance will be evaluated annually by the council.