

# Township of Southgate

## Job Description

Date of Update: <b>October 7, 2019</b>	<b>TAPS Patrol Person (Seasonal)</b>
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### Section A: Position Description

#### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: John Watson
Job Title: TAPS Seasonal Patrol	Supervisor's Job Title: <b>Public Works Foreman/Fleet Manager</b>
Standard hours of work per week: Minimum 24 hours per week (could be 40 hours per week) <b>November 15 – March 31 seasonal year, on a rotating weekly and weekend schedule. Opportunity for call in for minor projects.</b>	Eligibility to Group Insurance NO Eligibility to OMERS: NO
Location of Position: Hopeville, Holstein, Dundalk	Department/Division Transportation & Public Safety

#### 2) Scope of Position (A maximum of three sentences.)

<p>During the winter months, under the daily supervision of the Public Works Foreman &amp; Fleet Manager, Lead Hands, Team Leaders (and from time to time the supervision of the Public Works Manager), the patrol person carries out an early morning patrol to determine the necessary equipment required to meet the minimum maintenance standards and winter control operations on off hours shift. This person will also assist the Dundalk staff with snow removal.</p>
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Key Responsibilities	Tasks	Percent of Time
Patrol Maintenance (as required)	<ul style="list-style-type: none"> <li>- Performs an early morning patrol starting at 2:30 am from Dundalk Depot on a rotating weekly and weekend schedule.</li> <li>- Dundalk Sidewalks winter control</li> <li>- Winter control (plowing, spreading sand and salt, snow removal, snow fence erection and removal, winter damage, etc.).</li> <li>- Roadside maintenance (cold mix, patching, sweeping, washout repairs, grass trimming, etc.)</li> <li>- Loose top maintenance.</li> </ul>	70%
Equipment	<ul style="list-style-type: none"> <li>- May operate all equipment; trucks, sander, plow, tractors/mowers, wood chipper, wheel loader, and chainsaw.</li> </ul>	10%
Safety Devices	<ul style="list-style-type: none"> <li>- Sign installation and maintenance, guide post repair, etc.</li> </ul>	10%
Regular Maintenance	<ul style="list-style-type: none"> <li>- Maintain all equipment including some fabrications as required to carry out daily operations.</li> </ul>	10%
Other	<ul style="list-style-type: none"> <li>- Performs all other duties as assigned by Supervisor.</li> <li>- Represents the Municipality when performing day-to-day duties (i.e.contact with public).</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	High School Diploma
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
<input checked="" type="checkbox"/> License or Professional Designation	DZ or AZ Driver's licence
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Discuss:

## 2) Required On-The-Job Training

<b>Specific Internal Training</b>	<b>Months to Complete</b>
Workplace Health and Safety WHMIS CPR, First Aid	Annually Annually Every 3 years

## 3) Work Experience

<b>Experience</b>	<b>Minimum Years Required</b>
<ul style="list-style-type: none"><li>- Heavy equipment operating experience.</li><li>- Health and safety training.</li><li>- Chainsaw course.</li></ul>	

## 4) Other Key Skills:

<ul style="list-style-type: none"><li>- Good communication skills.</li><li>- Team player.</li><li>- Mechanical skills.</li><li>- Good work ethic.</li></ul>
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## 5) Key Relationships (Contacts)

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.)	Occasionally		
Co-workers (other depts.)	Seldom		
Supervisor (your dept.)	Occasionally		
Supervisor (other dept.)	Seldom		
Dept. Head (your dept.)	Occasionally		
Dept. Head (other depts.)	Seldom		
Staff (other municipalities)	Seldom		
Administrator	Seldom		
Ratepayers	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Suppliers	Seldom		

External Contacts	Frequency	Purpose	Method
General Public Business Representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers group Other: Specify Below	Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom Seldom		
<b>Interpersonal skills:</b>  Communicating with the public in handling complaints; working cooperatively; responding to basic needs or requests; common courtesy; identifying needs.			

**6) Decision Making**

Limited supervision from Lead Hand.  
 Judging road conditions, during the winter.

**7) Problem Solving Responsibilities**

Must use good health and safety practices at all times.  
 Occasionally expected to be able to perform roadside repairs to equipment.

**8) Equipment & Technology Utilized**

Operating heavy equipment such as; trucks, sander, plow, tractors/mowers, wood chipper, and chainsaw.  
 Work with chemicals and construction materials.  
 Work with shop tools.  
 Must wear safety equipment on the job.

## Section C: Responsibility

### 1) Program Delivery

Considerable portion of work time is spent outdoors and in garage environment. From time to time, will report directly to other Works Yards for assignment.

### 2) Impact and Accountabilities

Must use good health and safety practices at all times. Improper maintenance of equipment can lead to costly repairs. Responsible for ensuring roads are clear and safe for public travel. (In the winter time when it is storming, everyone else is suppose to stay home due to road conditions, and we have to make sure we get to work to keep it possible for essential emergency services to perform their duty.)

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

### 4) Material and Information Resources

### 5) Financial Resources

No financial responsibility

## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling		X			
Lifting/Carrying		X			
Dust		X			
Odors		X			
Other (Specify) Physical Aspects					

### 2) Health & Safety Hazards

- Work occasionally with wide variety of large and small equipment.
- Weather conditions – icy roads, snowstorms, traffic, etc.

#### Health and Safety Responsibilities

- Responsible for physical health and safety of general public.
- Be aware of safe operating procedures for all equipment and work sites.
- Must wear safety equipment on the job.

### 3) Travel

Travel within the Township and outside of the Township when required to attend training courses.

### 4) Driving

KM's vary.

**5) Mental Environment**

Considerable portion of work time is spent driving in a Township vehicle. Severe weather conditions, emergency situations, monotony and working alone contribute to stress.

**Section E: Effort**

**1) Mental Effort**

Maintain a calm attitude under adverse conditions.  
Meeting deadlines.

**2) Physical Effort**

Working outside in all weather conditions: must be physically capable of working in varying conditions.  
Some lifting, sitting long periods of time.

**Section F: Additional Information**

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

**Supervisor Comments**

I have reviewed this job description with the employee and make the following comments.

[Empty box for supervisor comments]

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_