

# Township of Southgate

## Job Description

Date: <b>February 2026</b>	<b>TAPS Team Leader</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.	
Job Title: TAPS Team Leader	Supervisor's Job Title: Public Works Foreman & Fleet Manager
Standard hours of work per week: 40 hours per week Rotating weekend on call in winter	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville or Holstein Depot	Department/Division Transportation & Public Safety
Employment Status: Full Time Hourly	Pay Band: 11

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

Under direction of the Public Works Foreman & Fleet Manager, the Team Leader will ensure that roads system and municipal equipment are maintained in a condition safe for public use. The Team Leader will assist the Public Works Foreman & Fleet Manager with the scheduling work and deploying departmental staff, by supervising the assigned staff in their daily activities, ensuring safe work practices are maintained and ensure the assigned work is completed for the proper maintenance of municipal roads, facilities and equipment.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
Construction	<ul style="list-style-type: none"> <li>➤ Supervise the re-building of roads and replacing culverts as assigned</li> <li>➤ Repaving and surface treatment.</li> </ul>	25%
Record Keeping	<ul style="list-style-type: none"> <li>➤ Records of work done on roads and maintain a daily journal and maintains record of "Tailgate Talks"</li> </ul>	5%
Safety Devices	<ul style="list-style-type: none"> <li>➤ Responsible for all safety aspects of job and ensuring staff use personal protective boots, hard hats, safety clothing, and all other apparatus as is necessary for safe working conditions.</li> <li>➤ Replace and maintain road signs</li> <li>➤ Ensure work sites are properly sign to ensure a safe and secure work environment.</li> </ul>	3%
Yard Maintenance	<ul style="list-style-type: none"> <li>➤ Repair of large and small equipment, painting and some building repairs.</li> <li>➤ Maintain inventory of supplies and equipment.</li> </ul>	2%
Equipment & Maintenance	<ul style="list-style-type: none"> <li>➤ Operates all equipment; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, brusher &amp; backhoe.</li> <li>➤ Ensure equipment is maintained and reports to the Fleet Manager maintenance activities and requirements.</li> </ul>	5%
Patrol	<ul style="list-style-type: none"> <li>➤ Winter patrol when required after &amp; during working hours to ensure public safety</li> <li>➤ Summer patrol to inspect road conditions, signage, drainage and roadside trees as required by the PW Foremen &amp; Fleet Manager.</li> </ul>	10%
Maintenance	<ul style="list-style-type: none"> <li>➤ Loose top maintenance.</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/hot mix repairs, patching, sweeping, shoulder re-gravelling and dragging, washout repairs, grass trimming, etc.)</li> <li>➤ Replacing and maintaining road signs.</li> <li>➤ Tree removal and planting.</li> <li>➤ Maintain culverts, ditches and storm drains.</li> <li>➤ Bridge maintenance (replacing railings, painting).</li> <li>➤ Maintain sidewalks &amp; parking areas.</li> </ul>	50%
Other	<ul style="list-style-type: none"> <li>➤ Performs all other duties as assigned by management.</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

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School  <input type="checkbox"/> Vocational School  <input type="checkbox"/> Community College  <input type="checkbox"/> University Degree  <input type="checkbox"/> Individual Courses</p> <p><input checked="" type="checkbox"/> License or Professional Designation</p>	<p>Specific Specialty or Degree? (List)</p> <p>High School Diploma</p> <p>DZ or AZ Driver's Licence</p>
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>T.J. Mahoney Maintenance and Construction course.</p>	

### 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
CRS Road School	1 Year
WHMIS	Immediately
Health and Safety	Immediately
Surface Mining	1 Year

### 3) Work Experience

Experience	Minimum Years Required
Construction experience and work with municipal roads infrastructure.	3 -5 years
Supervisory Experience	An asset

### 4) Other Key Skills:

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| <ul style="list-style-type: none"> <li>- Computer skills.</li> <li>- Good communication skills.</li> <li>- Team player</li> <li>- Mechanical skills</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.)	Continuously		
Co-workers (other depts.)	Occasionally		
Supervisor (your dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Dept. Head (your dept.)	Occasionally		
Dept. Head (other depts.)	Seldom		
Staff (other municipalities)	Seldom		
Administrator	Seldom		
Ratepayers	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Suppliers	Occasionally		
<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
General Public	Seldom		
Business Representatives	Occasionally		
Consultants, Engineers, Planners	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	N/A		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers group	N/A		
Other: Specify Below	N/A		
<b>Interpersonal skills:</b>			
Communicating with the public in handling complaints; working cooperatively; responding to basic needs or requests; advising; extending common courtesy, identifying needs, mediating, consulting, negotiating.			

**6) Decision Making**

- Problems faced on the job tend to be somewhat routine with infrequent unusual situations.
- Some decision-making ability is required.

**7) Problem Solving Responsibilities**

- Responsible for decisions concerning maintenance of Municipal road standards on a day-to-day basis including winter plowing and sanding/salting operations.
- Must use good Health and Safety practices at all times.
- Be on call 24/7 for road emergencies and conditions year round

## 8) **Equipment & Technology Utilized**

- Work with chemicals and construction materials.
- Operating heavy equipment such as; trucks, sander, plow, tractors/mowers, grader, street sweeper, grinder, wood chipper, excavator and backhoe.
- Must wear safety equipment on the job.

## **Section C: Responsibility**

### 1) **Program Delivery**

- Supervise road staff and rural infrastructure maintenance. Interacts with the Public Works Foreman & Fleet Manager to ensure effective scheduling of staff among yards.
- Ensures that all depot staff, while performing their duties, strictly observe occupational health and safety practices.
- Advises the Public Works Foreman & Fleet Manager on training needs of depot staff and provides on-the-job training and supervision as appropriate.
- From time-to-time, in the absence of another Team Leader, supervises staff in other depots and also acts in the absence of the Public Works Foreman & Fleet Manager.

### 2) **Impact and Accountabilities**

- Accountable to Public Works Foreman & Fleet Manager of TAPS for fulfillment of all responsibilities pertaining to the daily operation of the assigned works depot.
- 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.)
- Must use good health and safety practices at all times.
- Ensures proper maintenance, record keeping and use of municipal & rental equipment to prevent damages and risks that could cause costly repairs.
- Provides input to the Public Works Foreman on staff performance appraisals and may sit in on the appraisal meetings, but does not complete the appraisal documents or the lead the meeting.

### 3) **Supervision**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
- Taps Operator Labourers	4 to 6 (varies)
- Taps Operator Seasonal	1 to 6 (varies)

<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
<ul style="list-style-type: none"> <li>- Contractors</li> <li>- Sub Contractors</li> </ul>	Varies Varies
<b>Provides training/instruction to others – Job Titles</b>	<b>Number of Staff</b>
<ul style="list-style-type: none"> <li>- TAPS Operator Labourer</li> <li>- TAPS Operator Labourer Seasonal</li> </ul>	4 to 6 (varies) 1 to 6 (varies)

**4) Material and Information Resources**

<ul style="list-style-type: none"> <li>- Ensure regulations are met for Ministry of Transportation.</li> <li>- Viewing of tenders and applications pertaining to roads as required by Public Works management.</li> <li>- Maintains accurate records of daily work of Crew (staff time, equipment and material use) and reports to Manager to be charged back to property owners, etc.</li> </ul>
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**5) Financial Resources**

<ul style="list-style-type: none"> <li>- Making decisions that commits the financial resources of the Township.</li> <li>- Makes recommendations to the Public Works Foreman &amp; Fleet Manager.</li> <li>- Ensure pay sheets are completed; and participate in budget discussions and/or proposals.</li> </ul>
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## **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.					
<b>Condition</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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 regularly with wide variety of large and small equipment.
- Handling chemicals and construction materials.
- Weather conditions – icy roads, snowstorms, traffic, dust, fog, odours, stress.
- Irregular and long hours.

## **Health and Safety Responsibilities**

- Responsible for ensuring subordinates work safely by following rules, training and discipline as required.
- Responsible for physical health and safety of general public.
- Answer questions related to Health and Safety.
- Oversee activities in environment.
- Give advice on health and safety matters.
- Perform basic medical procedures – First Aid and CPR.

## **3) Travel**

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

## **4) Driving**

- 2,000 to 3,000 kms per month.

## **5) Mental Environment**

- Considerable portion of work time is spent outdoors and in garage environment.
- Extraordinary and long hours, poor weather conditions, emergency situations, monotony and working alone contribute to stress.

# **Section E: Effort**

## **1) Mental Effort**

- Ability to multi-task and to meet deadlines.
- Problem solving minor maintenance and repair
- Dealing with Staff.

## 2) Physical Effort

- Working outside in all weather conditions: must be physically capable of working in varying conditions.
- Position requires physical effort to perform.

## 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.

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

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

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

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

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

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