

**CITY OF COLWOOD
JOB DESCRIPTION
(Under review)**

TITLE: CHARGEHAND ROADS & UTILITIES
REPORTS TO: Foreman Roads and Utilities
PAY GRADE: 9
TYPE: Regular Full Time
THIS IS A UNIONIZED POSITION

Position Summary:

This is skilled technical and manual work requiring specialized skills and the supervision of a crew of semi-skilled and unskilled workers, performing maintenance and construction tasks. The incumbent plans, assigns, supervises and assists in the work of the group. After initial instructions, the incumbent is expected to use reasonable independence of judgment in the field dealing with recurrent problems peculiar to the work. Oral and written assignments, sometimes accompanied by drawings, plans or grade sheets are received from a supervisor who checks the work through inspection and discussion.

Key Duties and Responsibilities:

1. Plans, assigns, supervises and assists in the work of employees engaged in a wide variety of related tasks related to the construction, maintenance and repair of City roads and utilities systems.
2. Requisitions materials and equipment required for jobs undertaken.
3. Ensures the safety of work crews and the public by enforcing all appropriate municipal and WorkSafe BC safety regulations and procedures; is responsible for pre-work briefings
4. Trains and instructs others in proper, safe methods of work.
5. Prepares and maintains a variety of records, reports, sketches, charts and other related data.
6. Ensures vehicle and equipment maintenance is performed and that maintenance records are updated on a regular basis.
7. Performs specialized work during storm events, such as snow plowing, salting/sanding/brining public roadways, making brine and other related activities.
8. In the absence of a Foreman, may be required to assume some of his/her duties and responsibilities.
9. Performs other related work as required

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

Knowledge, Abilities and Skills:

1. Considerable knowledge of materials, methods, tools, equipment, techniques and practices used in the works, and sound knowledge of the hazards applicable to the work.
2. Ability to lay out work and assign, supervise and work with a group of unskilled and semi-skilled employees.
3. Ability to complete reports, maintain records and perform related clerical duties as required.
4. Ability to accurately interpret plans, grade sheets, and other associated drawings for construction.
5. A thorough knowledge of the rules of safe equipment and vehicle operation and of precautions necessary to avoid accidents.
6. Knowledge of road maintenance and construction.
7. Knowledge of waste water and drainage system maintenance and construction.
8. Willingness and ability to take related courses in road maintenance and construction, estimating and project management to ensure an appropriate depth of knowledge.
9. Sufficient physical strength, stamina and coordination to permit performance of heavy manual work in all types of weather.
10. Demonstrate understanding and successful application of the following:
 - Willingness to be flexible in a changing environment;
 - Establishes and maintains respectful and cooperative working relationships;
 - Communicates effectively with others and is committed to a respectful workplace;
 - Recognizes and acts to resolve problems;
 - Organizes the work so that others will understand it and will be able to achieve the work required;
 - Uses a consultative approach to initiate and foster a spirit of cooperation to achieve the work required; and
 - Provides excellent service to both internal and external customers.

Note: Positions allocated to this class are required to accept stand-by and call-out work assignments.

Requirements

1. Senior secondary school graduation or equivalent.
2. A minimum of two (2) years' experience in a supervisory capacity directly related to maintenance and/or construction works specific to the department.
3. Valid EOCP Level I Certificate in Waste Water Collection Systems.
4. Certification in snow and ice control.
5. Possession of a valid B.C. Driver's License, minimum Class 3 with air brake endorsement.
6. Possession of, or ability to attain, basic knowledge of office productivity software such as email, reports and spreadsheets.

Standards

1. Support and uphold the established policies and objectives of the Municipality and the Public Works Department in all areas of activity.
2. Will not release or discuss non-routine municipal or departmental business without prior authorization.
3. Adhere to all established municipal and departmental rules and regulations.
4. Maintain a cooperative working relationship with employees, management, and the public.
5. Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
6. Shall not receive or solicit a subscription, gratuity, or fee for (or in conjunction with) any service or presumed service performed by him/her as an employee.

Key City Objectives

1. Safety in the workplace is a City objective and priority; and an incumbent's responsibility is for their own personal safety and those of others reporting to him/her.
2. The pursuit of learning and understanding of the City's objectives and goals and their importance to the community is critical to success in this role.