



**Operations Department
Roads Patroller**

Position Summary:

Under the direction of the Manager of Operations, ensure the City is in compliance with the Minimum Maintenance Standards by conducting patrols as prescribed in the Regulation to check, record and report any defects or hazardous conditions and assist with the arranging and scheduling required repairs and upgrades as necessary.

Qualifications:

- Minimum High School Diploma or equivalent
- Minimum 2 years of experience in construction, road maintenance or relevant field.
- Knowledge of the Minimum Maintenance Standards (MMS) for Municipal Highways
- Knowledge of Ontario Traffic Manuals
- Post-secondary education in Civil Engineering Technology or related field would be an asset.
- Certified Engineering Technician or Technologist, or Certified Road Supervisor designation would be an asset.

This position requires a candidate who is responsible, detail oriented and has the ability to work with minimal supervision. The successful candidate will have computer knowledge, strong record keeping skills and problem-solving abilities.

Hours of work:

2080 hours annually (40 hours a week) including weekends and holidays with occasional overtime

Salary

- \$31.50 per hour (2024 probationary rate).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **April 26, 2024**.

Arin Crinnion - Human Resources Coordinator
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The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke
Operations Department

TITLE:	Roads Patroller
DEPARTMENT:	Operations
REPORTS TO:	Manager of Operations

Position Summary:

Under the direction of the Manager of Operations, ensure the City is in compliance with the Minimum Maintenance Standards by conducting patrols as prescribed in the Regulation to check, record and report any defects or hazardous conditions and assist with the arranging and scheduling required repairs and upgrades as necessary. This position would also be responsible for ensuring the City's compliance with the Health and Safety requirements for infrastructure renewal contractors and in-house reconstruction. Additionally, duties will include assisting the Operations Department with traffic management, road safety and road network screening reviews.

Education/Qualifications/Experience:

- Minimum High School Diploma or equivalent
- Minimum 2 years of experience in construction, road maintenance or relevant field.
- Knowledge of the Minimum Maintenance Standards (MMS) for Municipal Highways
- Knowledge of Ontario Traffic Manuals
- Post-secondary education in Civil Engineering Technology or related field would be an asset.
- Certified Engineering Technician or Technologist, or Certified Road Supervisor designation would be an asset.

Skills and Abilities:

- Demonstrated experience using computer and Microsoft Applications
- Demonstrated ability to carry out measurements and maintain records of such.
- Strong organizational skills with the ability to manage multiple competing tasks.
- Ability to plan, prioritize and work independently and with others with little supervision.
- Demonstrated interpersonal and communication skills are required in both written and oral.
- Knowledge of Occupational Health and Safety legislation and regulations.

General Scope of Duties:

- Reports non-compliance with the O.H.S.A and other applicable regulations; recommends corrective action.
- Reports non-conformance to the Minimum Maintenance Standards (MMS) for Municipal Highways; recommends corrective action.
- Reports non-conformance to the Ontario Traffic Manuals; recommends corrective action.
- Reports on road safety audits and road network screening; recommends appropriate action.
- Assist with the set up, data collection and reporting of speed display signage and other traffic monitoring devices.
- Conduct walking/driving reviews of City roadways assessing road, sidewalk and asset conditions and determining actions needed. Take action and/or recommend action as appropriate.
- Conduct daily/weekly/annual inspections and review of conditions of roadway assets to ensure compliance with Minimum Maintenance Standards (MMS) for Municipal Highways O.Reg 239/02 as amended by O. Reg 366/18 and the City's established levels of service.

- Prepare and maintain daily patrol reports.
- Communicate, record and appropriately action responses to public complaints and service requests related to immediate hazards and safety issues.
- Conduct regular Health & Safety inspections/audits of in house and contracted capital project sites.
- Ensure traffic control and equipment are employed at work sites in accordance with the Ontario Traffic Manual.
- Operates a digital camera for pictorial reports and records.
- Set up and retrieve data from traffic/speed data collection devices.

Decision Making and Judgement:

- Reports non-compliance with the O.H.S.A, MMS and other applicable regulations; recommends corrective action.
- Report violations of compliance or regulatory standards as appropriate and required.

Accountability:

- Ability to accurately complete various logs, documents, inspection forms and other information using software programs to ensure documentation for compliance.

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:

Internal

- Senior and support staff of other departments

External

- General public in a tactful and courteous manner
- Government ministries and regulatory officials/agencies
- May be required to provide testimony in examinations for discovery in liability claims.

Working Conditions:

- Office and Outdoor field Environment
- Driving (50%)
- Walking (25%)
- Office (25%)
- Required to work 40 hours per week.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's G License.

Physical Skill and Effort:

- May require lifting up to 50 lbs of supplies/equipment.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 40 hours/week (7:30 AM to 3:30 PM) Monday to Friday
Occasional overtime.