



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Senior Team Lead	CLASSIFICATION: Non-Union, Full-time
DEPARTMENT: Public Works	SALARY LEVEL: \$95,935.84 - \$116,710.88 (2025 Rate)
LOCATION: Public Works Yard, 16735 Concession 8, Schomberg	

JOB PROFILE:

Function:

The Senior Team Lead in Public Works provides essential supervisory support to the Roads Supervisor in maintaining all Township transportation-related infrastructure. This includes, but is not limited to, roads, sidewalks, ditches, culverts, bridges, storm sewers, streetlights, and traffic control devices. The Senior Team Lead is responsible for overseeing daily in field operations, ensuring that maintenance and construction activities are carried out efficiently and safely, as well as be responsible for operating all construction and maintenance equipment.

Reports to:

- Supervisor, Rural Maintenance & Drainage

Supervision Responsibilities:

- In support of the Roads Supervisor:
 - Lead Hands, Equipment Operators, and Patrollers
 - Seasonal Staff

Duties and Responsibilities:

- Manage and resolve complaints, conduct and assist with inspections, process invoices, attend meetings, and handle records management.
- Support the budget process through operational process management, expenditure tracking, and spot internal audits.
- Provide leadership and direction to all field staff, enabling strategic changes, ensuring adherence to Township policies and procedures, and implementing best practices and standard operating procedures.
- Notify the Supervisor of any transportation infrastructure-related maintenance repairs needed.
- Direct and monitor staff to ensure the effective and safe operation of equipment, and adherence to health and safety protocols and regulations.
- Evaluate field operations to ensure compliance with standards and procedures, and completeness of work.
- Provide employee conflict resolution strategies to maintain organizational health.
- Perform general labor, equipment operation, and maintenance duties associated with that

of an Equipment Operator and maintain all transportation-related infrastructure within the Township's Right of Way (ROW).

- Request and manage locates for all in-house maintenance work within the Municipal Right of Way as required and in accordance with the Provincial One Call regulation.
- Provide input to the Roads Supervisor on winter maintenance plans based on forecasted weather conditions to ensure the maintenance of all roads meets and exceeds Township and Provincial standards.
- Provide day-to-day direction to all field staff on various work items such as winter maintenance, gravel road maintenance, sidewalk maintenance, pavement maintenance, and ditching.
- Provide input and support for the development, maintenance, and application of department standard operating procedures.
- Administer, manage, and coordinate work performed by contractors.
- Promote operating efficiency through collaboration, regular team meetings, and ad-hoc process reviews.
- Provide training and guidance to staff on the proper use of equipment and maintenance techniques.
- Maintain accurate and detailed records of all work performed by all staff, materials used, and equipment maintenance.
- Perform minor maintenance on all Public Works trucks and equipment, as well as other maintenance and repairs as assigned.
- Patrol roads and report deficiencies as per the Provincial Minimum Maintenance Standards.
- Respond to inquiries from and liaise with the public, contractors, or other stakeholders regarding maintenance work and activities.
- Support corporate and organizational initiatives, goals, and objectives, and attend all corporate events.
- Participate in employee recruitment, make recommendations for hiring, and provide training for new candidates.
- Perform other related duties as assigned.

Education/Experience:

- OSSD or equivalent with Ministry of Transportation and Communication courses.
- Seven (7) to ten (10) years of roads and construction-related experience
- Certified Roads Supervisor (CRS) Designation or equivalent
- Current First Aid/CPR and WHMIS training
- Working knowledge of the Occupational Health and Safety Act
- OTM Book 7 training
- Heavy Equipment Training (Gradall, Grader, etc.)
- Additional road maintenance courses/training will be considered an asset.
- Preference will be given to those with significant municipal experience in operations.
- Experienced with the safe operation and maintenance of a wide variety of construction related equipment including the following:
 - Heavy construction equipment
 - Loader
 - Gradall
 - Motor Grader
 - Backhoe
 - Maintenance equipment

- Dump truck (including snowplows and sanders)
- Pickup trucks
- Asphalt hot box
- Tractor lawnmower
- Chainsaws
- Knowledge and thorough application of the Provincial Minimum Maintenance Standards, O. Reg 239/02 & 366/18.
- Excellent communication skills.
- Valid Class “A” or “D” driver’s licence with airbrake “Z” endorsement.
- Ability to deal effectively and courteously with all stakeholders.
- Strong computer literacy utilizing MS Office 365, Outlook, Excel and Word.

Conditions of Employment:

- Work outside regular business hours and scheduled shifts
- Physical ability to climb stairs and ladders, kneel, bend, walk, lift, and carry objects of varying weights.
- Ability to perform all physical demands of the job under adverse conditions.
- Ability to work outdoors in inclement weather, if required.
- Responds to emergency situations at all times, even when not on call.
- Strong interpersonal skills that enable positive engagement with all stakeholders
- Ability to intake, manage and complete work in a timely and efficient manner
- Ability to handle confidential information

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____