

**Third Reading**

Council of the Township of Wollaston  
Moved by Graham Blair

No. 4-5  
Session JAN 18 2005  
Seconded by Bert Hood

That a by-law to authorize the hiring of Kirk McLaw  
as working Road Superintendent as of  
Jan 31/05 as per previously established  
job description and rate of pay.

As reported by the committee of the Whole be read a third time, passed and  
numbered \_\_\_\_\_ and that the said by law be signed by the Reeve and clerk,  
sealed with the seal of the Corporation, and be engrossed in the by-law book.

Carried \_\_\_\_\_

**Second Reading**

Council of the Township of Wollaston  
Moved by Bert Hood  
That a by-law to \_\_\_\_\_

No. \_\_\_\_\_  
Session JAN 18 2005  
Seconded by Albert Uden

Be read a second time and be referred to a committee of the whole council.

Carried \_\_\_\_\_

**First Reading**

Council of the Township of Wollaston  
Moved by Albert Uden  
That a by-law to \_\_\_\_\_

Session JAN. 18 2005  
Seconded by Graham Blair

be received and read a first time.

Carried \_\_\_\_\_

**Position:** Working Road Superintendent  
**Reports To:** Council  
**Staff Supervised:** Road Crew  
**Date:** January 1<sup>st</sup>, 2005

### **Description of this position:**

To manage the Wollaston Township Roads and Road Crew by carrying out the directions of the Wollaston Township Council and the regulations of the Ministry of Transportation and other Government Agencies. To work within approved budgets.

### **Duties & Responsibilities**

Responsible for the maintenance of township roads and equipment.

Responsible for the inventory of supplies and ensures that adequate supplies are on hand to meet township requirements.

Recommends to Council the hiring, firing and training of staff under his/her direction.

Written reports to Council on a monthly basis.

Ensures that all Occupational Health and Safety practices are strictly observed.

Communicates Council's policies to staff.

Drafts operating and capital budgets and presents to Council for approval.

Complies with the Township purchasing policies and tendering procedures.

Performs administrative responsibilities according to the requirements of Council and the Ministry of Transportation

Supervises the work of outside contractors and trades people.

Prepares and manages the five year plan for roads and equipment.

### **Other**

Maintains knowledge and skill at a high level by taking advantage of training opportunities.

Works along with the staff members of the Road Department performing the various tasks which occur daily and change from season to season.

Other duties and responsibilities as assigned by council

## Road Superintendent Questions for Interviews

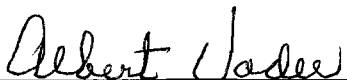
1. Willing to go to road school.
2. Reporting to Council monthly both written and verbal
3. Set up scenario on how they would deal with the public in a touchy situation
4. Set up scenario on dealing with the employees and on giving direction to staff
5. Prepared to do a yearly budget for the township – work that will be required, costs and reasons why
6. Assist clerk with coding invoices and payroll for input into the computer system.
7. Operate every piece of equipment properly.
8. What education do they have
9. What experience do they have
10. Hours for this position are they willing to put in the time – overtime?
11. Salary expectations \$16.95 hr  
Overtime – time in lieu or paid out at straight salary at year end.  
administered 3% in lieu of RRSP or OMERS to be self  
(Maritime Life) Medical Dental travel coverage - \$231.35 mo  
(Cooperators) Life INS, Accidental Life and LTD \$47.71 Mo.
12. Availability – when can they start


**The Corporation of the Township of Wollaston**

**By-Law 04-05**

Being a by-law to authorize the hiring of Kirk McCaw as working Road Superintendent as of January 31, 2005 as per previously established job description and rate of pay.

Read a first second and third time and finally passed this 18<sup>th</sup> day of January.

  
\_\_\_\_\_  
Albert Vader, Reeve

  
\_\_\_\_\_  
Marilyn Brickles, Clerk Treas