



Policy Type:	300 Transportation
Policy Title:	09 Municipal Supervisor Position Description

Authority:	
Resolution 180-12	
Amended # 254-18	

Description

- The Municipal Supervisor receives directives from Council and Administration and works in close cooperation with both Council and the Administrator in support of the public works department within the Municipality.
- Council's current vision of the Municipal Maintenance Supervisor's position could be described as a threefold assignment:
 - 1) Co-ordinate the daily activities and timetables of the RM's maintenance staff.
 - 2) Maintain a close liaison with Council and Administration to identify, plan and execute the maintenance requirements and priorities of the Municipality.
 - 3) Establish, in consultation with Council, a "Working Supervisor's" timetable that provides an appropriate mix of preparation, co-ordination and active participation in the maintenance workload.

Duties:

Administrative

- Assist with the development of reports/charts/tables to track equipment performance and associated operating costs.
- Prepare reports and summaries for presentation to Council as the need arises.
- Attend a portion of monthly meetings of Council to summarize monthly activities and to provide recommendations to Council on maintenance-related matters.
- Orientating, training and coaching maintenance employees, holding daily tailgate meetings.
- Attend quarterly OH&S meetings. Orientating and training new employees on maintenance safety practices.
- Verify accounts related to the Maintenance Department.
- Maintain close liaison with Councillors in each division when undertaking any work beyond regular maintenance therein.
- Recommend with regard to equipment purchases and priorities.
- Updating job knowledge and healthy work environment by participating in educational opportunities when requested by council or administration.



- Maintain such wage and equipment costing records as may be prescribed by the Administrator.
- Maintain daily logs and equipment service records and report to the office.

Operational

- Co-ordinate and assign work schedules.
- Co-ordinate daily cleaning and maintenance, oversee repairs, restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts as required. Reporting any major repairs (over \$500.00) to the Administrator.
- Monitoring inventory of materials and equipment.
- Ensure RM shop and yard are maintained in a neat and orderly fashion.
- Plan present and future operations.
- Inspect for safety hazards and ensure safe work habits.
- Encourage and arrange for staff training and development.
- Control work quality and production.
- Oversee the activities of contractors.
- Participate in the assessment and development of R.M. roads.
- Oversee the operation of the municipal gravel quarries.
- Oversee, schedule and ensure appropriate invoicing of municipal custom work.
- Receive and process day-to-day messages/instructions from Councillors and Administrative staff
- Check out fires and assess situation. Communicate with designated fire ranger.
- Operate municipal equipment as needed. Such as grader, backhoe, loader, tractor and mower, gravel truck, semi-tractor and trailer, etc.
- Carry out any other duties specified or requested by council or administration.

Employee Payroll / Benefits

- Employee vacation pay and statutory holiday pay will be paid out on every paycheck.
- Employee is required to contribute to MEPP (Municipal employee Pension Plan) as per MEPP contribution schedule *9%*. The RM will match the employee contribution schedule and remit employee/employer contributions to MEPP on a monthly basis.
- Employee benefits are subject to a 3 month waiting period beginning from the first day worked. These Benefits are offered through SARM (Saskatchewan Assoc. of Rural Municipalities):

1. Health and Dental (Single coverage) – 100% premium paid by employer
2. Health and Dental (Family coverage) - 50% premium paid by employee, 50% paid by employer
3. Short Term Disability – premium paid by employer
4. Long Term Disability – premium paid by employee

Disciplinary Action

- Position is subject to a three month probationary period.
- Any disciplinary issues shall result in the issuance of verbal warning from the Administrator



- A second offence shall result in a written letter of reprimand presented to the employee and retained in the employee file, signed by both Reeve and Administrator, stating the grievance in question as well as the agreed action to be taken.
- All letters of reprimand shall be presented to council during an in-camera session at the next regular meeting of council.
- Three written warnings in an employee file will result in immediate termination with the RM of Beaver River.

Two handwritten signatures are located in the bottom right corner of the page. The first signature is in black ink and appears to be 'JFK'. The second signature is in blue ink and is a stylized, cursive signature.