

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT** **TRANSPORTATION DIVISION – ROADWAY MAINTENANCE - LOCATION**

#### **ROAD PATROLLER– CUPE 5167**

#### **SUMMARY OF DUTIES**

Reporting to the Supervisor – Road Compliance, operates a service vehicle to comprehensively patrol and monitor all assigned roadways, utilizing G.P.S. enabled software. Electronically reports and records deficiencies, including those defined in the Province of Ontario's Minimum Maintenance Standards (Reg. 239/02). Monitors repair completion quality and timeliness and reports on work order status. Communicates with various City staff to initiate responses to deficiencies.

#### **GENERAL DUTIES**

Patrols, monitors and records all roadway related infrastructure systems deficiencies, including safety devices, in support of maintaining compliance with Province of Ontario Minimum Maintenance Standards Regulations.

Patrols and records concerns as assigned by Supervisor – Roads Compliance.

Patrols and monitors all roadways recording and tracking defined information for service response recommendations and compliance with City of Hamilton winter control policies and the Province of Ontario's Minimum Maintenance Standards Regulations.

Completes various forms and written documentation, providing photos as required. Communicates identified safety concerns to various City departments through means such as but not limited to emails, phone calls or two-way radios. Interacts with the general public, colleagues, supervisors and co-workers in a courteous and respectful manner, while adhering to the City of Hamilton's Corporate Culture.

Up-loads and monitors the status of data and service response recommendations to work order systems and related files as required.

Responds to requests for patrol data and information in the form of written and or electronic reports as required. Aids in the development and revision of maps and routing design.

Performs Operator duties within Roadway Maintenance Section and works with competent knowledge in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Operates various equipment after scheduled shift completion if required. In the event of a winter control emergency, performs winter operator duties as required in an overtime capacity (i.e., snow plow).

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to the major responsibilities of the job.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Previous experience in road patrol or inspection an asset. Technical knowledge and experience related to duties listed above normally acquired by a combination of education and relevant work experience.
2. Demonstrated (verifiable basic level) aptitude in the use of computers, tablets, standard Microsoft software programs i.e., Word, Excel, Outlook, and smart phones. Ability to functionally work with existing data management software and work order systems including G.P.S., ArcGIS or equivalent, Hansen or equivalent and train in the use of new software systems ( i.e. technical road patrol software) as they are developed/implemented.
3. Must have solid interpersonal skills required to assist, comprehend and communicate with the general public, co-workers, supervisors, and any other stakeholders etc. with respect to written, electronic and verbal exchanges of information.
4. Sound Knowledge of pertinent legislation such as Province of Ontario's Minimum Maintenance Standards, the Highway Traffic Act, 70 hours Service Regulations, Occupational Health and Safety Act and Regulations including W.H.M.I.S legislation, Book 7 Traffic Control and working knowledge of related road construction standards and all relevant City Of Hamilton policies.
5. Must show attention to details and be able to produce timely, accurate patrol data and service recommendations borne from a strong knowledge of road infrastructure and related asset maintenance.
6. Must be able to document, file and maintain formatted daily reports and forms regulated by policies and procedures designed to achieve compliance with The Minimum Maintenance Standards. Must be able to accurately complete various logs, documents, inspection forms and other administrative information.
7. Must be able to sit/drive for long periods of time in a vehicle. Must be able to work in adverse road and weather conditions.
8. Must be able to work independently, as well as part of a team, with minimal supervision in a fast paced, self-motivating work environment.
9. Must be able to understand and follow detailed procedures, instructions and take direction.
10. Must possess a valid Class "D" Licence with a "Z" endorsement and a Driver's abstract clear of any demerit points and pending infractions and/or record found to be satisfactory to the City of Hamilton.
11. Must obtain First Aid with CPR within 9 months.

**Not THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**