ASSOCIATION OF ONTARIO ROAD SUPERVISORS

CERTIFICATION PROGRAM

REQUEST FOR RECLASSIFICATION

For CRS Level:

Complete pages 2 to 5 & 8 to 12

For CRS – Intermediate:

Complete pages 2 to 4, 6, 8 to 12

For CRS – Senior:

Complete pages 2 to 4, 7 to 12

BEFORE YOU SUBMIT YOUR APPLICATION REFER TO THE CHECKLIST ON PAGE 1

DO NOT SUBMIT INSTRUCTION PAGES.

General Information – see pages 13-14

Guide For Course Requirements/Options – see pages 15-16

Summary of Experience Guidelines – see pages 17-19

Application Package Revised Jan. 2023

PO Box 2669, St. Marys, ON N4X 1A4 TEL: (226) 661-2002 FAX: (226) 661-2003 **www.aors.on.ca**

CHECKLIST OF DOCUMENTATION REQUIRED WITH APPLICATION

****Please note that your request to reclassify your status may not be processed for review at the next scheduled Certification Board meeting if any of the required information is missing or incomplete.**

( ) Request for Reclassification/Contact Information (pg. 2)

( ) Summary of Employment Experience (pg. 3)

( ) Courses Completed Since Last Application (pg. 4).

( ) CRS Application (pg. 5) ***or*** CRS-I Application (pg. 6) ***or*** CRS-S Application (pg. 7)

( ) Job Function Pages (pgs. 8-10) for **EACH** supervisory position you want evaluated

( ) Computer Knowledge Questionnaire (pg. 11)

( ) Declaration Page signed by yourself & your witness (see list of applicable witnesses on page (pg. 12)

( ) Proof of completion of courses completed since last application. Also provide OGRA transcript

( ) Job Description for **EACH** supervisory position you want evaluated

( ) An official organizational chart showing your position in the chain of command within your department **marked with an X**.

( ) Payment by cheque or credit card $141.25 ($125 + $16.25 HST)

DEADLINE

Application must be received by the Board Secretary at least **two weeks** prior to the review date, this includes any additional supporting documentation that may be requested by the Secretary. Failure to meet the deadline may result in your application being deferred to the next meeting. Meetings are held around March, June, September and December. Deadlines to submit CRS applications are posted on the AORS website calendar at www.aors.on.ca.

INFORMATION AND ASSISTANCE

For assistance with your application or to obtain further information about the AORS Road Supervisors Certification Program call (226) 661-2002 or email admin@aors.on.ca

DO NOT RETURN/SCAN ANY OF THE INSTRUCTION PAGES

MAIL COMPLETED APPLICATION TO:

AORS Certification Program / Attn: Cheryl Leitch, Certification Board Secretary
PO Box 2669, St. Marys, ON N4X 1A4

OR

SCAN AND EMAIL (SINGLE SIDED) TO: admin@aors.on.ca / Attn: Cheryl Leitch

OR

FAX (SINGLE SIDED) TO: (226) 661-2003 / Attn: Cheryl Leitch, Certification Board Secretary

ASSOCIATION OF ONTARIO ROAD SUPERVISORS

ROAD SUPERVISORS CERTIFICATION PROGRAM

REQUEST FOR RECLASSIFICATION

TO ENSURE YOU RECEIVE ALL INFORMATION PERTAINING TO YOUR CERTIFICATION, PLEASE BE SURE TO UPDATE AORS OFFICE AS SOON AS ANY OF THIS INFORMATION CHANGES

CURRENT DESIGNATION:

- ☐ Associate Road Supervisor
- ☐ Certified Road Supervisor (CRS)
- ☐ CRS-Intermediate (CRS-I)

APPLYING FOR:

- ☐ CRS (pg. 5)
- ☐ CRS-Intermediate (CRS-I) (pg. 6)
- ☐ CRS-Senior (CRS-S) (pg. 7)

YOUR CURRENT CERTIFICATION # _____

NAME: _____

JOB TITLE (should be the same as the job description you provide): _____

EMPLOYER: _____

COMPLETE OFFICE ADDRESS including PO Box # if applicable: _____

_____

Postal Code

TELEPHONE NUMBER: Office (____) _____

FAX NUMBER: (____) _____ CELL NUMBER: (____) _____

E-MAIL ADDRESS: Bus: _____

****THIS NEXT SECTION MUST ALSO BE COMPLETED. Please note: All CRS correspondence, including your annual renewal invoice will now only be mailed to the CRS member's home address. We will no longer be providing it directly to your employer.**

COMPLETE HOME ADDRESS including PO Box # if applicable: _____

_____

Postal Code

TELEPHONE NUMBER: Home: (____) _____

E-MAIL ADDRESS: Home: _____

Are **you personally** a paid member of an AORS affiliated Local Association (LA)? ☐ Yes ☐ No

If yes, please provide name of LA: _____

OFFICE USE ONLY

Date Received: _____

Review Date: _____

SUMMARY OF EMPLOYMENT EXPERIENCE:

The Job Function pages are used to provide the Certification Board with detailed information on your current and previous supervisory duties and experience. If you are summarizing more than your current duties, please copy the three job function pages and complete one set for EACH position you want the Certification Board to evaluate for roads related supervisory experience. Job descriptions should also be provided for full-time, part-time and/or acting positions.

Roads related **Supervisory** experience in previous private sector positions might be eligible towards the practical experience requirements for certification. It is important that you describe your ***roads related supervisory responsibilities*** **in full.**

Current Position:

Title: (as shown on current job description you provide) _____

Employer: _____

Duration of Employment:

From: month _____ year _____ To: month _____ year _____

Previous Position:

Title: (as shown on previous job description you provide) _____

Employer: _____

Duration of Employment:

From: month _____ year _____ To: month _____ year _____

Previous Position:

Title: (as shown on previous job description you provide) _____

Employer: _____

Duration of Employment:

From: month _____ year _____ To: month _____ year _____

COURSES COMPLETED SINCE LAST APPLICATION

C.S. Anderson Courses:

*Proof of completion is required for each course. If you do not have your certificate(s), you **MUST** provide a course transcript from OGRA by calling them at 289-291-6472 OR you can access your marks online through your personal profile on OGRA's data base and download your own transcript..*

Public Works Leadership Development Program Modules (provide copy of passing letters received):

Other Workshops, Courses and/or Seminars:

For other courses, please send proof of completion (certificate and/or transcript plus course outline).

CRS DESIGNATION APPLICATION

1. ( ) I have a minimum of three (3) years **supervisory** experience and am **currently employed** as a Supervisor with significant roads related responsibilities in a public sector roads environment.

2. ( ) I have completed both the Maintenance and Construction sections of the T.J. Mahony Road School with a passing mark of 65% or more on each section (or successful completion of AORS Challenge Exam which is based on the course content of the two T.J. Mahony courses)

3. ( ) I have completed AORS Public Works Leadership Development Program (PWLDP) modules (3): 'Local Government', 'Leadership & Supervision' and 'Customer Service' with a passing mark of 70% or more on each module.

PLEASE ENCLOSE THE RECLASSIFICATION FEE OF $141.25 ($125 + $16.25 HST).

Payment method
Payment must accompany your application.

☐ CHEQUE *(payable to Association of Ontario Road Supervisors)*

If paying by credit card, please check one: ☐ MasterCard ☐ VISA

Card No: _____ Name on Card: _____

Expiry Date: _____ CVV#: _____ Signature: _____

CRS INTERMEDIATE APPLICATION

1. ( ) I have minimum of Grade 12 Education (or have approved equivalents)

2. ( ) I have satisfied the CRS requirements.

3. ( ) I have a minimum of five (5) years **supervisory** experience and am **currently employed** as a Supervisor with significant road related supervisory responsibility in a public sector or roads environment.

-or-

( ) I am **not currently employed**, but I have been employed within the past 12 months as a Supervisor with significant roads related responsibilities for a minimum of five years.

4. ( ) I have successfully completed the following mandatory courses:
   - Managing Human Resources **or** Effective Management (C.S. Anderson courses)
   - Municipal Health & Safety course (C.S. Anderson) **or** Basic Certification Training including Part 2 Workplace Specific (WSIB)
   - PWLDP modules (2): 'Financial Management' and 'Talent Management' with a passing mark of 70% or more on each module
   - PLUS a specialized course of your choice e.g. Bridge & Culvert Management, Equipment Maintenance (C.S. Anderson). See page 15 for other course options.

PLEASE ENCLOSE THE RECLASSIFICATION FEE OF $141.25 ($125 + $16.25 HST)

Payment Method
Payment must accompany your application.

☐ CHEQUE *(payable to Association of Ontario Road Supervisors)*

If paying by credit card, please check one: ☐ MasterCard ☐ VISA

Card No: _____ Name on Card: _____

Expiry Date: _____ CVV#: _____ Signature: _____

CRS SENIOR APPLICATION

1. ( ) I have satisfied the CRS & CRS-I requirements.

2. ( ) I have a minimum of seven (7) years of **supervisory** experience as a Supervisor with significant road related supervisory responsibility in a public sector or roads environment

-or-

( ) I am **not currently employed**, but I have been within the past 12 months as a Supervisor with significant roads related responsibilities for a minimum of seven years.

3. ( ) I have successfully completed the following mandatory courses:
   - Basic Report Writing & Presentation Skills (C.S. Anderson)
   - PWLDP modules (3): 'Process Management', 'Continuous Improvement' and 'Communications' with a passing mark of 70% or more on each module
   - PLUS two Technical/Management courses of your choice e.g. Municipal Legislation, Overview of Municipal Road Design & Construction (C.S. Anderson). See page 16 for other course options.

PLEASE ENCLOSE THE RECLASSIFICATION FEE OF $141.25 ($125 + $16.25 HST)

PAYMENT METHOD
Payment must accompany your application.

☐ CHEQUE *(payable to Association of Ontario Road Supervisors)*

If paying by credit card, please check one: ☐ MasterCard ☐ VISA

Card No: _____ Name on Card: _____

Expiry Date: _____ CVV#: _____ Signature: _____

Name: Date Completed:

Position: **(should be SAME name as the job description you provide)**_____ Revised Jan. 2023

JOB FUNCTIONS PAGE 1 of 3

*****You MUST complete all three pages for EVERY position you want evaluated.**

How Long?

*****FOR EVERY QUESTION YOU ANSWER YES TO, INDICATE IN THE HOW LONG COLUMN THE NUMBER OF YEARS YOU HAVE HAD THESE RESPONSIBILITIES IN THIS POSITION ONLY → →**

1. What percentage of your time in this position would you estimate is or was spent in a roads or public works supervisory capacity? Please break out your estimate in the following categories:

PERCENTAGE
(Total not to exceed 100)

Roads (surfacing, winter maintenance, construction, bridges and culverts, drainage, blvds./ROWs, sidewalks) _____%

Water Distribution (installation, maintenance/repairs) _____%

Sewer (sanitary, storms, flushing, catch basins & appurtenances, drainage) _____%

Traffic (signage, signals, traffic control, safety devices, line markings) _____%

Facilities (sand/salt sheds, parking lot maintenance) _____%

Other non-roads related municipal responsibilities, please specify
(e.g. Water Treatment, Waste Management, Parks, Building Maintenance, Airports, Transit, etc.) _____%

1. _____ 2. _____ 3. _____

TOTAL **100** %

2. How many staff report *directly* to you? _____

2.1 What are their positions?

_____ _____

_____ _____

_____ _____

3. How many staff report *indirectly* to you? _____

3.1 What kind of positions are they?

	Full-time Perm.	Full-time Temp/Seasonal	Part-time
Clerical	☐	☐	☐
Equip/Operations	☐	☐	☐
Technical	☐	☐	☐
Supervisory/Managerial	☐	☐	☐

Position: Date Completed:

Revised Jan. 2023

JOB FUNCTIONS PAGE 2 OF 3				How Long?
	Reminder, circle yes or no for each question, and if yes answer for how long.			
4.	**Do you work in a unionized environment?**	Yes	No	
4.1	**Is your position in the union?**	Yes	No	
4.2	**Are you involved in responding to formal grievances?**	Yes	No	
5.	**Are you involved in the hiring of staff?**	Yes	No	
5.1	**Do you participate in the interview process?**	Yes	No	
5.2	**Do you make hiring decisions/recommendations for:**			
	Full-time Permanent	Yes	No	
	Full-Time Temporary/Seasonal	Yes	No	
	Part-Time (Perm. or Temp.)	Yes	No	
6.	**Are you involved in administration and/or enforcement of the Health and Safety of others?**	Yes	No	
7.	**Are you involved in the training of staff?**	Yes	No	
7.1	**Do you provide hands-on instruction to staff in how to operate equipment or perform certain tasks?**	Yes	No	
7.2	**Are you formally responsible to ensure your staff are adequately trained?**	Yes	No	
7.3	**Do you have input into what training will take place?**	Yes	No	
7.4	**Do you authorize training funds?**	Yes	No	
8.	**Do you conduct performance reviews on/with your staff?**	Yes	No	
8.1	**Are you responsible for enforcing discipline when the need arises?**	Yes	No	
8.2	**Do you have the authority to recommend termination of employment?**	Yes	No	
9.	**Are you responsible for contract/contractor supervision?**	Yes	No	

Position: Date Completed:

Revised Jan. 2023

JOB FUNCTIONS PAGE 3 of 3

Reminder, circle yes or no for each question, and if yes answer for how long. → →

How Long?

10. Are you responsible for or provide input to the preparation and/or presentation of reports to Council?

Input to:

Report Preparation	Yes	No
Report Presentation	Yes	No
Attend Council Meetings Regularly	Yes	No

11. Are you responsible for or provide input to budget preparation and administration?

Do you have input?	Yes	No
Do you write the budget report and present to Council?	Yes	No
Do you track expenditures?	Yes	No

11.1 How large is the budget you are directly responsible for?

Operating $ _____ Capital $ _____

12. To what extent are you involved in the purchasing function?

Prepare equipment specifications and tenders	Yes	No
Prepare construction specifications and tenders	Yes	No
Materials/supplies purchasing	Yes	No

Authorize purchases with a value up to $ _____

13. To what extent are you responsible for the overall mission/directive of the department? Are you responsible for, or do you participate in the development of the following:

	Formal Responsibility	Participate in the Development of
Department Goals/Objectives	Yes / No	Yes / No
Strategic Planning	Yes / No	Yes / No

Please describe/comment further:

_____

_____

_____

14. Please provide further explanation of supervisory responsibilities including any acting positions. Was your position experience reduced by any extended leave? Please explain.

_____

_____

_____

*****Attach a Job Description for EACH position you want evaluated*****

Date Completed: _____
DD MM YY

COMPUTER KNOWLEDGE QUESTIONNAIRE

Use of computers in the Roads work environment has been increasing steadily and is becoming an important tool for Roads Supervisors to accomplish their work. The AORS CRS Program would like to gauge applicants' computer literacy and encourage more. Please complete the questionnaire below:

General Computer Skills ( ) None

e-mail ( ) No ( ) Yes ( ) Home ( ) Work

Internet ( ) Research ( ) Pleasure ( ) Home ( ) Work

Do you have: ( ) Basic Understanding ( ) Working Knowledge

Do you use it: ( ) Occasionally ( ) Every Day

Word Processing ( ) None

( ) MS Word ( ) Word Perfect ( ) Other_____

Do you have: ( ) Basic Understanding ( ) Working Knowledge

Do you use it: ( ) Occasionally ( ) Every Day

Spreadsheets ( ) None

( ) Excel ( ) Lotus ( ) Quattro Pro

( ) Other _____

Do you have: ( ) Basic Understanding ( ) Working Knowledge

Do you use it: ( ) Occasionally ( ) Every Day

Presentation Software eg. PowerPoint, CorelDraw ( ) None

Do you have: ( ) Basic Understanding ( ) Working Knowledge

Do you use it: ( ) Occasionally ( ) Every Day

Have you had exposure to:

( ) GIS ( ) AutoCAD ( ) Mapping ( ) RIMS ( ) WIMS ( ) None

Do you have: ( ) Basic Understanding ( ) Working Knowledge

Do you use it: ( ) Occasionally ( ) Every Day

Do you have a basic understanding of Database Management? ( ) Yes ( ) No

Other Applications – please specify: _____

_____

DECLARATION

Your application should be witnessed by your Department Head, the Municipal Clerk, CAO or Head of Council of your municipality. If you are not currently employed, please have a Notary Public sign the declaration below. (To preserve the anonymity of applicants, the page containing your declaration and the witness signature will be detached before the application is reviewed by the Certification Board).

Applicant Declaration:

I certify that the information submitted on and with this application form is true and correct. I understand that the Certification Board reserves the right to investigate the authenticity of the information provided in this application and will disqualify an applicant who has willfully provided false information.

Applicant's Signature _____

Date _____

Employer Declaration:

I have witnessed this application, and in doing so, verified that I have reviewed its content, including attachments, and can confirm the accuracy as it relates to the applicants' current employment and position responsibilities.

Length of time you have known the applicant _____

Length of time you have worked with/employed the applicant _____

Employer's Name and Title

Name (*please print)* _____

Title: _____ **(SEE ACCEPTABLE WITNESS LIST ABOVE)**

Date: _____ Signature: _____

GENERAL INFORMATION

The application form must be completed in full in all appropriate areas and will not be processed unless all relevant information has been provided. Application must be received by the Board Secretary at least two weeks prior to the review date. Failure to meet the deadline may result in your application being deferred to the next meeting. Meetings are held around March, June, September and December. Deadlines to submit CRS applications are posted on the AORS website at www.aors.on.ca.

The personal information that you submit in your application will only be used for the purposes of the Certified Road Supervisors Certification Program.

Your approved status within the association will be shared with other AORS members in the AORS Advance Newsletter. A letter will be sent to your superior who signed the application declaration page and to the Head of Council and Council Members notifying them of your certification or reclassification.

CHALLENGE EXAM

A challenge exam has been developed as an alternative to the T.J. Mahony Road School courses (Construction & Maintenance). If you possess a minimum three years' **roads related supervisory** experience and have the specified theoretical knowledge, you may apply to the Certification Board to write the challenge exam in lieu of completing the T.J. Mahony courses.

Upon successful completion of the challenge exam and completion of this application form, you will be considered for the CRS designation. You will be given only one opportunity to write the challenge exam. If you are unsuccessful, you will not be eligible for certification (or reclassification if you were grandfathered into the program) until you successfully complete both of the Construction and Maintenance sections of the T.J. Mahony Road School with passing grades of 65% or higher.

EXPERIENCE ASSESSMENT

The Certification Board assesses the supervisory experience of each applicant from the job description, the organizational chart and the job function pages. The position must have significant **roads related supervisory** responsibilities (see Summary of Experience Guidelines on pgs. 6-8 (pgs. 17-19 on reclassification application)). Depending on the amount of roads related supervisory responsibilities, experience may not be evaluated at one year of employment equivalent to one year of supervisory experience.

ANNUAL RENEWAL OF MEMBERSHIP

Membership in the Certification Program is subject to an annual renewal fee as prescribed by AORS. An invoice will be sent to you each year based on your membership status (i.e. certified only *or* certified plus local association member) as recorded in our files. You will receive a new sticker for your CRS certificate and wallet-sized card each year when you renew your membership.

RECLASSIFICATION

Once you have been certified you may apply for reclassification to proceed to the next level upon completion of the requirements outlined in your Assessment Confirmation letter. The letter identifies the additional academic and practical experience requirements to advance to the next level.

Note that the education requirements changed effective March 2013, with the additional requirement that specified AORS Public Works Leadership Development Program (PWLDP) modules be completed for each level of CRS designation (see Course Requirements & Options, pgs. 4-5 (pgs. 15-16 on reclassification application)). Individuals who had achieved a CRS, CRS-I or CRS-S designation prior to the change are grandfathered and do not have to complete these additional modules to remain at that level. However, to be reclassified to a higher level they must first complete the modules required for the higher levels, but not the modules required for the level they had previously achieved. Assessment Confirmation letters issued prior to March 2013 may not list the PWLDP modules required to advance to the next level, and they are superseded by the requirements included in these instructions.

Reclassification can be requested when you have completed the necessary courses and/or obtained the additional experience. The Reclassification form should be submitted with the applicable fee. Copies of this form can be obtained from the AORS website at www.aors.on.ca (click on Certification).

APPEAL OF CERTIFICATION BOARD DECISION

An applicant who disagrees with the Board's decision may request in writing within 30 days of receipt of the Assessment Confirmation Letter, that the Certification Board reconsider its decision. The applicant should specify the reason for the appeal and should enclose any additional documentation that would be helpful to the Board. Only one request for review will be allowed per applicant at each level of the program. If an applicant disagrees with the results of the Certification Board's review, he/she may appeal the decision in writing to the AORS Executive. The decision of the AORS Executive will be final.

REINSTATEMENT

Individuals who cancelled their certification or failed to pay their annual renewal fees may apply for reinstatement within three years upon payment of a reinstatement fee of $630 plus HST. They will be reinstated at their previous designation, regardless of what changes in requirements may have been implemented for that level in the interim. For those who have been removed from the program for over three years, the candidate must reapply for Certification, and must satisfy all the requirements currently in effect.

GUIDE FOR COURSE REQUIREMENTS & OPTIONS

(AORS Public Works Academy is mandated to periodically review, evaluate and approve courses.)

CRS Level:

❶ Completion of ***both*** the Maintenance and Construction sections of the T.J. Mahony Road School with a passing mark of 65% or more on each section, ***or*** successful completion of the AORS Challenge Examination; ***and***

❷ Successful completion of the AORS Public Works Leadership Development Program (PWLDP) modules: 'Local Government', 'Leadership & Supervision' and Customer Service' with a passing mark of 70% on each module.

CRS Intermediate:

Successful completion of the following mandatory courses:

❶ C.S. Anderson Managing Human Resources ***or*** Effective Management; ***and***

❷ Municipal Health and Safety (C.S. Anderson) ***or*** 4-Day Basic Certification Program including Part 2 Workplace Specific (e.g. WSIB); ***and***

❸ AORS PWLDP modules: 'Financial Management' and 'Talent Management' with a passing mark of 70% or more on each module.

PLUS

One approved **Intermediate Specialized** course of your choice, from any one of the courses listed below:

C.S. Anderson:

●Bridge & Culvert Management ●Fleet Management (formerly Equipment Maintenance) ●Roadway Management (formerly Practical Urban Maintenance) ●Municipal Survey ●Soils and Pavements ●Signs & Lines – Creating Positive Guidance for Drivers, Ontario Traffic Manuals 1c, 5, 6 & 11 ●Introduction to Plan Reading and Contract Interpretation

OGRA Municipal Infrastructure Training:

●Bridge and Structure Inspection ●General Inspection ●Sewer and Watermain Construction Inspection ●Storm Sewer Design ●Sanitary Sewer Design ●Watermain Design

Scott McKay:

●Soils Technology ●Concrete Technology ●Bituminous Technology

OMAFRA:

●Drainage Superintendents Course

OGRA	AORS
●Snow School	●Winter Maintenance School

GUIDE FOR COURSE REQUIREMENTS & OPTIONS

(AORS Public Works Academy is mandated to periodically review, evaluate and approve courses)

CRS Senior:

Successful completion of the following mandatory courses:
❶ C.S. Anderson Basic Report Writing and Presentation Skills; ***and***
❷ AORS PWLDP modules: Process Management, Continuous Improvement and Communications, with a passing mark of 70% or more on each module.

PLUS
Two approved **Senior Technical/Management** courses of your choice listed below:

C.S. Anderson Road School:
●Municipal Legislation ●Overview of Municipal Road Design & Construction
●Municipal Asset Management (curriculum merged with Managing Roads in a Changing Environment; formerly called Basic Road Management & Lower Tier Road Administration & Road Administration)
Previously offered: Maintenance Planning & Maintenance Management (formerly Maintenance Management & Computers)

OGRA Academy for Municipal Asset Management
• Asset Management of Bridges

OGRA Municipal Infrastructure Training Program:
●Road Design: Geometrics ●Road Design: Intersections ●Stormwater Management
●Advanced Sewer – Watermain Construction Inspection

MOE:
●Wastewater Collection ●Water Supply ●Wastewater Treatment ●Watermain Design
●Sewer and Watermain Construction

SUMMARY OF EXPERIENCE GUIDELINES FOR ROAD SUPERVISORS CERTIFICATION PROGRAM

The following is a summary of the general areas of exposure and experience needed for entry into each level of the program. It is not mandatory that you have involvement in all the areas listed, but it is required that candidates have well-rounded experience in as many areas as possible. Each certification level builds on the former one. It is implied that all or most of the previous level requirements have been met, in addition to experience in the level being applied for. Placement and/or advancement may be delayed or denied if the requirements have not been met. The extent to which a candidate's job involves these responsibilities, as compared to other non-supervisory responsibilities, is also considered when evaluating an applicant's years of related experience.

CRS LEVEL	STAFF SUPERVISION	ADMINISTRATION	LEGISLATION & MUNICIPAL POLICIES	MAINTENANCE & CONSTRUCTION ACTIVITIES
ENTRY	• Crew supervision • Staff scheduling • Input into Performance Reviews • Health & Safety of Others and/or member of the Joint Health & Safety Committee • Participation in Interview/Hiring Process • Staff Training/Orientation and hands-on instruction • Municipal employment practices and policies • Union contract administration if applicable • Contract/Contractor Supervision	• Input into the Budget Process and/or some Budget Administration • Risk Management • Some Purchasing and Inventory Control • Record Keeping: e.g. Time sheets, MNR forms, Statistics Canada forms, Fuel tax rebate preparation • daily diary preparation • complaints register • Liaison with general public, fellow employees, contractors and Council or the Clerk-Treasurer or Administrator • Some exposure to computer applications for maintenance management • Familiar with OPSS & OPSD construction practices	Knowledge and application of: • Fisheries Act • Navigable Waterways Act • National Transportation Act • Highway Traffic Act • Public Transportation and Highway Improvement Act • Drainage Act • Municipal Act • Pits and Quarries Act • Occupational Health and Safety Act • Transportation of Dangerous Goods • Environmental Assessment Act • Employment Standards Act • Book 7 of the Ontario Traffic Manual (OTM – Temporary Conditions) • Endangered Species Act • Fuel Handling Act	• Routine servicing and preventative maintenance of graders, trucks, loaders and backhoes, etc. • Repairs and provincial regulations relating thereto • The safe operation of the equipment and the effective operational capability of that equipment • Actual experience involved in excavation, bedding, placement, backfill and compaction in accordance with OPSS & OPSD • Traffic control and temporary closures • Depth and type of granular material • Drainage requirements • Stripping of topsoil/earth moving; Compaction • Road surfacing • Annual cleaning of bridges • Roadside maintenance • Hardtop maintenance • Loosetop maintenance • Winter control • Safety devices maintenance • Utility co-ordination • Responding to environmental spills • Routine inspections and minor repairs.

SUMMARY OF EXPERIENCE GUIDELINES (cont'd)

CRS LEVEL	STAFF SUPERVISION	ADMINISTRATION	LEGISLATION & MUNICIPAL POLICIES	MAINTENANCE & CONSTRUCTION ACTIVITIES
INTERMEDIATE	• Staff Recruitment including interviewing and testing • Hiring Decisions and/or Recommendations • Formal Responsibility for Staff Training and Orientation • Progressive Staff Discipline and Recommendation for Disciplinary Action • Provide Operational /Procedural Instruction to Staff • Participation in regular departmental Management meetings • Formal Supervisory responsibility and leadership • Motivation of staff • Interpersonal relations and Communications • Conducts performance review	• OPSS & OPSD construction practices: e.g. preparation of progress payment certificates • Time/Labour/Equipment cost analysis • Planning and budgeting • Tendering and purchasing • OPSS equipment rental forms – proper accounting of labour, material and equipment costs • Authorization of Training Funds • Assist in Budget Preparation and Administration • Purchasing Materials /Supplies and/or Inventory Control • Capital Equipment Recommendations • Service Level Recommendations and Implementation • In Unionized Agreements: Collective Agreement Administration, Grievance Response, and Input into Collective Bargaining • Computer Program Knowledge including spreadsheets and word processing • Regular Liaison with staff /public/senior management	Knowledge and application of: • Labour Relations Act • Construction Lien Act • MOE requirements re storage and handling of wastes • Municipal Drain Legislation	• Typical cross-section • Reading and interpreting engineering drawings • Construction surveying and road design • Catch basin installation and maintenance • Storm sewer installation and maintenance • A basic knowledge of water distribution and storm sewer, municipal drains, sanitary sewer systems • Some exposure to computer applications such as Road Infrastructure Data Systems

SUMMARY OF EXPERIENCE GUIDELINES (cont'd)

CRS LEVEL	STAFF SUPERVISION	ADMINISTRATION	LEGISLATION & MUNICIPAL POLICIES	MAINTENANCE & CONSTRUCTION ACTIVITIES
SENIOR	• Responsible for the overall mission/direction of the department and/or participation in Departmental Goals/Objectives • Strategic Planning • Department work/business plans etc. • Participates in Human Resources Management including hiring, employee discipline and termination of employment • Succession planning • Supervision of management staff	• Responsibility for Preparation and/or Presentation of Reports to Director or Council • Responsibility for Division and/or Department Budget Preparation and Administration • Service Level Recommendation and Implementation • Division and/or Departmental Purchasing Functions including authorizations and/or recommendations/tender review for significant expenditures and/or capital equipment • Division/Departmental Organizational Design • In Unionized Environments: Collective Agreement Administration, Grievance Response, and Input into Collective Bargaining and/or Member of the Negotiating Committee • Department Administration • Attend Council and Public Meetings • Communications Skills and interpersonal relations • Computer and Information Systems Applications for Municipal, Federal and Provincial Government relations	• Human Rights • Participates in development of Municipal Risk Management & Insurance Programs	• Preventive maintenance programs for infrastructure and repairing typical problems • Approval of non-standard items such as change orders • Complete administration of all Construction and Maintenance projects including structures, Design Work Approval