

CONTRACT AGREEMENT

**DRAINAGE SUPERINTENDENT
PART TIME - 3 YEARS CONTRACT**

THIS AGREEMENT has been made in triplicate this day of , 2023.

BETWEEN

**THE CORPORATION OF THE CITY OF
CLARENCE-ROCKLAND**
(Hereinafter called the "City")

OF THE FIRST

And

ERIC LEROUX

LEROUX CONSULTANT
(Hereinafter called the "Drainage Superintendent")

OF THE SECOND PART

WITNESSETH

POSITION DESCRIPTION

POSITION TITLE

Drainage Superintendent for the Corporation of the City of Clarence-Rockland.

PURPOSE OF THE POSITION

Under the direction, control and policy of Council, and in accordance with the Drainage Act, to investigate water related complaints and to supervise the construction and maintenance programs for Municipal Drains in the City of Clarence-Rockland.

MAJOR RESPONSIBILITIES

Program/Service:

1. To initiate and supervise the maintenance and repair of any drainage works in accordance with the current By-law.
2. To assist in the construction or improvement of any drainage works.
3. To report to Council and to keep Council informed on drainage matters.
4. To inspect and report to Council on a regular basis the condition of each drainage works in the municipality.
5. As directed by Council, remove any minor obstruction from any drainage works from time to time in accordance with Section 81 of the *Drainage Act*; costs are charged to the respective drain.
6. Advise landowners of approaches that they might take to solve their drainage problems.
7. Aid a person in drawing up a petition but should not circulate the petition.
8. Advise Council on matters dealing with petitions being received.
9. Attend on-site meetings held by the engineer to provide assistance to all parties.
10. Review and comment on engineering reports received by Council; attend meeting to consider report to advise Council and affected ratepayers at the time of consideration of the report.
11. Provide comment to the Court of Revision, as required.
12. Advise the Council and landowners of the procedures and appeal rights under the Act.
13. Call tenders for work, as per current purchasing By-law and advise Council on tenders.
14. Testify before Drainage Tribunal, as required.

15. Act as liaison between Council, engineer, contractor, and landowner, during drain construction.
16. Visit site during drain construction, report progress to council, and check compliance with specifications.
17. Attend final inspection of drain construction, as required.
18. Inspect new drains for deficiencies and advise landowners of appeal rights on quality of construction prior to the end of the one-year period (Section 64), as required.
19. Investigate drainage concerns from landowners.
20. Investigate and report to Council where Council is notified that a drain is out of repair or has been placed on notice under Section 79.
21. Prepare a maintenance budget and Drainage Superintendent's budget for submission to the Ministry.
22. Keep an accurate log of all activities.
23. Verify application for maintenance grant and Drainage Superintendent's employment grant.
24. Familiarize oneself with the drainage works within the municipality.
25. To be aware of special assistance programs for landowners and municipalities, relating to soil and water management.
26. To be aware of Ministry requirements affecting the Drainage Superintendent work.
27. To be aware of the best methods of repairing and maintaining drainage works in accordance with the Act and good construction practice.
28. Be prepared to comment on drainage matters relating to severances and subdivision.
29. Actively participate in the Drainage Superintendent's Association of Ontario.

HUMAN RESOURCES

Supervises all personnel in the construction of new Municipal Drains and in the maintenance of existing Municipal Drains.

FINANCIAL RESOURCES

Assists in the preparation of the annual drainage budget.

Administers the annual drain maintenance program.

MATERIAL RESOURCES

Ensure the safe operation and management of equipment and supplies such as drainage machinery, trucks and underground tile.

SKILLS AND EFFORT

Thorough of construction and maintenance techniques of underground and open drainage systems.

Knowledge in surveying.

Strong inner personal skills:

- To relate with employees and Council of the municipality;
- To relate with the general public to explain drain maintenance operations and to respond to questions and complaints;
- To relate with trades people and contractors to purchase the use of equipment and services;
- Must have some knowledge on the use of a transit, GPS etc.

WORKING CONDITIONS

Actively participates in the Drainage Superintendent's Association of Ontario.

Attends courses and conferences outside immediate area.

Attends day or night meetings as required.

Attends to evening emergencies.

Schedule of Prices

Price Proposal for three (3) year contract	
Hourly Rates for drainage duties	\$60.00/hr
Kilometer Rates for drainage inspections and others	\$0. 60/km

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

IN WITNESS THEREOF the parties hereto have hereunto set their hand and seals the day and years first above written or caused their corporate seals to be affixed, attested by the signature

SIGNATURE OF OWNER
WITNESSES AND POSITON HELD

SIGNATURE OF CONTRACTOR
(COMPANY SEAL)