



Public Works Foreman

Job Description/Contract

Village of Innisfree

Job Information

Title: Public Works Foreman

Department: Public Works

Job Summary

The Public Works Foreman manages the day to day coordination of the Public Works Department and is responsible for the safe and efficient delivery of services provided by the Public Works Department. Oversees the work of external contractors and other contracts. Provides advice and technical guidance to the Chief Administrative Officer regarding infrastructure. Assists with the development of annual work plan, department budget and ensures compliance with the policies and plans approved by Council as well as provincial and federal legislation.

The Public Works Foreman is an effective team member whose contributions assist in the achievements of department and organizational objectives.

Organizational Status

The Public Works Department manages the delivery of municipal transportation, environmental (Water, Wastewater and Waste), parks services, Fleet Management, and the care and maintenance of other municipal facilities.

The department works closely with other municipal departments and provides assistance to them on a required basis.

Essential Duties and Responsibilities

Receives and reviews assignments, identifies equipment and materials needed for the job. May read plans for the project. Reviews the situation at the site and organizes the work to be done. Directs and works with employees, provides advise on how to resolve problems in accordance with established standards and procedures.

May direct and work on all Public Works and Utilities assignments, as assigned. Direction to staff may include work relating to all aspects of work within the Public Works Department.

Supervises the crew including training, mentoring, monitoring and providing ongoing feedback on performance, correcting behavior and providing input to hiring and professional development needs and conducting annual performance appraisals.

In accordance with the Occupational Health and Safety Regulations for supervisors, directs and trains employees on how to work in a safe manner.

Obtains quotes and with approval, purchases materials and equipment. Reviews attendance records, daily activity cards, contractors work, etc.

Provides reports on the result of the work and participates in reviews of equipment and material needed for the function of the Public Works Department.

Investigates and responds to public service requests in accordance with district policies and procedures.

Advises the Chief Administrative Officer of issues as required.

Records and organizes inspection, repair, maintenance and benchmarking data. Ensures inspection reports are completed related to municipal infrastructure.

Ensures that all vehicles, equipment and tools are serviced, in good repair and in proper working order.

Looks for ways to optimize work through operational efficiencies, new technologies, and best practices.

Operates equipment such as trucks, loaders, backhoe, tractor with and without snow plows, trackless equipment with snow blower or plow, broom, small power/tools, etc. Operates snowplowing, sanding and snow removal equipment during winter months.

Performs routine maintenance and inspection, lubricating and fueling equipment, installs and repairs chains and changes attachments such as snow plow blades, cutting edges, buckets, etc. Maintains records of time, equipment, materials, location of work, etc.

Carries out safe work practices and adheres to safety and other work related regulations reports unsafe and/or insecure situations that may arise from time to time; implements emergency procedures as directed.

Provides input on modifications or improvements to Public Works Department policies, procedures and practices to improve the functions and safety of the departments operations; provides input to written work procedures for own area of responsibility as requested.

Required to report to the Chief Administrative Officer daily.

Performs back-up and other related duties as assigned or required from time to time.

Mandatory Requirements

- Possession of a class 5 driver's license
- Necessary skills to operate heavy equipment such as a tractor, skidsteer and loader
- Ability to perform physical labour
- Be a "team player"

Required Education/Work Experience

- Grade 12 or equivalent
- Certification in Water and Wastewater would be considered an asset (specifically Small Systems)
- Experience in municipal infrastructure operation, maintenance, construction, and the safe operation of related tools and equipment would be considered an asset.
- Supervisory experience or experience in a municipal and/or unionized environment will be considered an asset.

Required Skills and Abilities/Work Demands

Demonstrated strong leadership and organizational skills with the ability to manage change and direct multiple employees.

Excellent knowledge of municipal infrastructure and public works best practices in the following areas:

- Roads and sidewalk maintenance and repair (including winter operations).
- Water Distribution Systems.
- Wastewater collection and treatment systems
- Storm drainage systems
- Parks maintenance
- Fleet vehicle and equipment maintenance
- Solid waste collection

Excellent networking and interpersonal skills to interact with internal staff, external agencies, contractors and members of public. These skills are required to represent the municipality effectively as well as to provide direction and leadership within.

Excellent problem solving, decision making and negotiation skills in a complex environment.

Excellent oral and written communication skills.

Sound computer skills with the capacity to promptly learn new computer software programs relevant to the department.

Ability to organize and prioritize work in order to meet deadlines.

Probationary period

Public Works Foreman would be under a 3 month probationary period effective:

_____.

Municipal Benefit Package

Village of Innisfree benefit package is offered through AMSC (Sunlife) and includes the following:

- Long Term Disability
- Short Term Disability
- Extended Health Care
- Dental / Eye care
- CPP / EI

Salary

Public Works Foreman will be offered an salary of: _____.

Other

A performance review will be conducted annually and must be conducted on or before the anniversary date.

Date of Renewal shall be: _____



Public Works Foreman (Print)

Public Works Foreman (Signature)

Date

Chief Administrative Officer