

PUBLIC WORKS FOREMAN – JOB DESCRIPTION

POSITION TITLE: Public Works Foreman

REPORTING RELATIONSHIP:

The Public Works Foreman reports directly to Council.

The Public Works Foreman liaises with the Municipal Clerk and/or Deputy Clerk for administrative matters and for matters requiring ongoing communication.

PURPOSE OF POSITION:

To manage the Public Works Department in a manner that implements Council policy as well as the requirements of other orders of government.

To supervise staff of the Public Works Department, including planning work detail and projects and managing the municipal garage and landfill sites.

To complete, accurately and in a timely manner, all documentation required for the Department.

To liaise with external contractors engaged by the Municipality from time to time for Public Works projects.

To work safely as required by the Occupational Health & Safety Act.

This is a working foreman position, accordingly the incumbent is required to work as an equipment operator as and when needed to ensure that all required work is completed, on at least a daily basis.

SCOPE OF POSITION (Duties & Responsibilities):

Managing the Department:

- a. Works with the office administration to prepare the annual budget for presentation to Council and to prepare other department-related paperwork from time to time (i.e. tenders, etc.);
- b. Works with departmental staff to undertake the work of the department within the approved budget and to complete tasks required by law and assigned by Council;
- c. Prepares a monthly activity report and attends Council to overview the report and respond to questions;
- d. Prepares and reviews plans and policies for the Department, presenting same to Council for approvals and maintaining currency of same in accordance with the requirements of law and Council;

- e. Maintains departmental inventory and ensures materials and equipment are stocked and functional, arranging for regular maintenance, repair and replenishing as required;
- f. Responds to complaints from members of the public relating to Public Works operations, liaising with the office staff as required;
- g. Acts as primary liaison with external contractors engaged by the Municipality for capital projects and studies relating to departmental works;
- h. Completes and/or ensures completion and currency of, all required paperwork for the department, including: gravel pit licence documents; required inspections of equipment and property; vehicle licences; trade tickets for staff; etc.;
- i. Reviews the Asset Management Plan annually with the Asset Management Committee and keeps the data relevant to the plan current and up to date;
- j. Represents the department on the joint health & safety committee and other committees as assigned;
- k. Undertakes risk management practices and keeps the department operating safely, in accordance with law and policy;
- l. Acts as an ambassador for the Municipality when attending external meetings and conferences; and
- m. Keeps the Council fully informed of challenges to goals, opportunities for improvement and emergency situations.

Supervising Staff:

Staff subject to the Collective Agreement

- a. Plans primary and secondary work for the staff, maintaining flexibility in scheduling and work plans in order to respond to weather conditions, equipment conditions, staffing conditions and emergency situations;
- b. Holds tailgate meetings on a daily basis at the beginning of the workday to assign or re-assign tasks to all Roads Department staff;
- c. Works with the staff in accordance with the provisions of the collective agreement;
- d. Instructs staff in health and safety matters; presents safety talks on a regular basis; responds to health and safety concerns;
- e. Keeps abreast of staff licencing and/or training issues and assigns workers to training and/or upgrading courses as appropriate;

Staff not subject to the Collective Agreement

- f. Holds meetings with the staff on a regular basis to obtain feedback on operations and to assess performance;
- g. Reviews the performance of the staff and undertakes discipline as required;
- h. Instructs staff in health and safety matters; presents safety talks on a regular basis; responds to health and safety concerns;

Working Hands-On As Required on a Daily Basis:

- a. Knows and can undertake all job duties of equipment operators.
- b. Knows and can undertake all job duties of landfill site attendants.
- c. Knows and can undertake all job duties of seasonal maintenance workers.
- d. In selecting work tasks for personal completion, keeps in mind the necessity to be available to Council and office administration, working close to the Municipal garage wherever possible in order to remain within cell phone and/or radio communication range.

WORKING CONDITIONS:

Regular scheduled hours are 7:30 – 4:00 p.m. Monday through Friday; however weather conditions may precipitate extended working hours or call in for earlier start up times. May also be required to work Saturdays, Sundays or holidays in emergency situations. Attendance at an evening Council meeting is occasionally required.

Existing and/or future policies may require work on weekends such as road patrol or checking and recording weather conditions.

Places of work include: Neebing Public Works Garage; Fire Halls; Administration Complex; Blake Hall; Alf Olsen Memorial Park; Crooks Cemetery; Waste Management Sites; all Municipal roadways and other sites as required.

Must maintain a minimum DZ driver's licence; however an AZ is preferable.

Work is substantially outdoors in all weather conditions.

Manual labour is required.

Standing or sitting for lengthy time periods is required.

Heavy lifting is required.

Maintenance of a good physical condition is required.

WORKING RELATIONSHIPS:

The Public Works Foreman works with the departmental staff, maintaining a cordial supervisory relationship with them. The Public Works Foreman also works with the staff of the Municipal Office to co-ordinate Council reports, to liaise with members of the public, and from time to time for paperwork completion.

The Public Works Foreman's duties will bring him or her into contact with members of the general public on a regular basis, where adherence to strong customer service standards will be required.

The Public Works Foreman will liaise with persons having similar duties in other municipalities, and with staff at other orders of government, where respectful business relationships must be maintained. He or she will represent (and be an ambassador for) the Municipality when at business and other meetings both within and outside the municipal boundaries.

The Public Works Foreman will have business relationships with Council as a whole, the Roads Committee and with individual members of Council. Decorum and mutual respect are hallmarks of these relationships.

KNOWLEDGE, SKILL AND EDUCATION

Knowledge of applicable legislation (i.e. Municipal Act, 2001, Highway Traffic Act, Occupational Health & Safety Act, and others) and safe working procedures.

Has been trained on all Municipal equipment.

Hands-on experience as an equipment operator.

IMPACT OF ERROR

Errors in judgement and ill-conceived policy direction could result in ineffective and inadequate operations with negative consequences resulting in such consequences as loss of public credibility, low staff morale and possible severe financial and legal repercussions.

Errors in judgement and performance could result in severe loss of confidence,

- by the public
- in the management of the Municipality
- by the Mayor and Council.

CONTROL

Policy direction from Council as well as legislation.

BONDING

The Public Works Foreman must be of good character and must be able to be bonded.