

Job Description Roads Foreperson

Position: Roads Foreperson	
Reports To: Director of Public Works	Revised: August 2019
This Position is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

Reporting to the Director of Public Works, the Roads Foreperson assists the Director of Public Works in carrying out operational responsibilities. The Roads Foreperson provides leadership and assists with the oversight of day-to-day operations, organizing daily work, and directing employees as indicated by the Director of Public Works. The Roads Foreperson provides input on performance appraisals and recommends disciplinary action to the Director of Public Works. The Roads Foreperson is required to operate machinery and equipment as required and works as a Patrol Person, working nights and/or weekends during the winter months.

Duties and Responsibilities:

- Participates in the development and review of policies, procedures, and standards with respect to roads maintenance.
- Provides input on Council's priorities and plans to the Director of Public Works.
- Monitors road conditions throughout the seasons, particularly winter operations and any other emergency situations related to operations and calls out road staff, accordingly, keeping records of same.
- Conducts routine road patrols/inspections to ensure all standards are maintained and recommends the scheduling of required work on a priority basis to the Director.
- Ensure road signs are maintained and replaced in accordance with the minimum maintenance standards.
- Assists with transfer station operational duties as directed.
- Performs Equipment Operator and Truck driving, snow plowing, and sanding/salting tasks, as required.
- Ensure employees are working safely within legislative requirements and safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Ensure all Health and Safety policies and procedures are being followed by all staff and contractors.
- Engage in open communication with the Director of Public Works and report any issues which could affect the project plan.
- Assist with organization and coordination of the daily activities of crew members, contractors, and equipment, utilizing corrective action to keep the project on time and on budget.
- Receive job assignments and priorities directly from the Director of Public Works and assist the Director in determining the most appropriate methods, tools, equipment, and materials to be used.
- Ensure adherence to provincial and municipal standards.

Job Description Roads Foreperson

- Respond, in a timely fashion, to all complaints, ensuring corrective action is taken.
- Ensures all departmental work is conducted in conformity with approved safety requirements, and good working knowledge of road safety practices.
- May be required to attend and report to Council with or in the absence of the Director of Public Works.
- Maintain records of all road-related activities.
- Oversee and/or conduct routine maintenance on all vehicles and equipment.

Qualifications:

- Grade 12 or equivalent.
- Minimum 4 years demonstrated experience in municipal road construction and maintenance operations.
- Minimum of 1-year supervisory experience, preferably in a unionized setting.
- Certificates from T. J. Mahoney or C.S. Anderson Road School, an asset.
- Familiar with and ability to use a variety of hand tools.
- Valid D Class driver's license with "Z" endorsement with clean driver's abstract.

Key Performance Competencies:

- Ability to organize and coordinate personnel and equipment.
- Demonstrated strong communication skills.
- Ability to understand verbal instruction from supervisor.
- Excellent working knowledge of the Highway Traffic Act and Occupational Health and Safety Act.
- Strong understanding and knowledge of road construction and maintenance activities.
- Ability to work in a team environment.
- Proficient in the use of computer applications such as GIS and Microsoft Office.
- Maintains technical knowledge at a high level by attending seminars, courses etc.

Health and Safety:

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position provides regular guidance to Operators, Heavy Equipment Operators, Labourers, Mechanic, and roads seasonal staff.

Contacts:

Internal: Director of Public Works, other team members, transfer station staff and office staff.
External: With contractors and the general public to provide information, ensuring polite and tactful relations.

Working Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Possible exposure to physical and health hazards.

Job Description Roads Foreperson

- Exposure to severe weather conditions, (snow, wet weather, heat, humidity, freezing rain, fog).
- Machine noise, vibration, dust and dirt.
- Potential for stress caused by unpredictable weather and heavy traffic.
- Tasks are diverse and interpretation is occasionally required.
- Hours of work vary depending on road conditions and may be on-call.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee may be required to stand for long periods of time when at a job sit. The employee is often required to sit for long periods of time and use their arms and legs when operating vehicles and equipment. There is a considerable degree of physical skills, lifting (up to 50 lbs.), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has limited capability to control interruptions and pace of work.

Impact of Error:

- Failure to carry out directions could result in faulty work and create legal and financial problems.
- Decisions have an impact on the work of others within the department.
- Failure to maintain roads and worksites can create public safety issues and could impact the Municipality legally.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Poor customer service could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description, however, is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date