

**JOB OPPORTUNITY
PUBLIC WORKS FOREPERSON**

The Municipality of Kincardine requires the services of a Public Works Foreperson to work out of the Underwood Shop.

General Description

Reporting to the Roads Supervisor – Public Works, this is a skilled position whose responsibilities include first line management of activities and personnel. Work generally involves the repair and maintenance of a wide range of public improvements including roadways, sidewalks and storm sewers, requiring the operation of heavy equipment. The Foreperson will be required to ensure that written documentation of records, payroll, daily logs and incident reports are carried out on a daily basis. **(Note: A more detailed task listing is attached)**

The 'ideal' candidate will possess:

- Minimum Grade 12 and/or industry related experience.
- Minimum 3 years' experience in a related field, including supervisory experience with demonstrated employee motivation, staff training, performance appraisals and general supervisory skills.
- Proven leadership ability and team building skills to effectively supervise staff.
- Ability to communicate effectively both verbally and in writing.
- Valid DZ licence.
- Due consideration will be given to candidates who have successfully completed training of the TJ Mahony Road School Construction & Maintenance Sections and courses of the CS Anderson Road School.
- Candidates who have successfully completed modules of the AORS Public Works Leadership Development Program to obtain their CRS, are preferred.
- Possess knowledge of methods, materials and equipment common to public works operations.
- Skill in operating tools and equipment including snow plow, dump trucks, hand and power tools, tractor mower and other vehicles.
- Experience in contributing to budget preparations.
- A demonstrated commitment to workplace Health & Safety programs. Certification in this regard will be deemed an asset.
- Willingness to maintain an up-to-date knowledge of service technology and techniques.
- Working knowledge of computers.
- A demonstrated work history that highlights teamwork and a positive attitude.

This regular full-time position is based on 40 hours per week, with a salary range of \$35.24 to \$40.21. The successful applicant must be available for on call duty as required.

Qualified candidates are invited to submit electronically a confidential resume to the undersigned no later than **10:00 a.m., Thursday, May 30, 2019:**

Municipality of Kincardine
Human Resources Department
Email: hr@kincardine.ca

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.

The Municipality of Kincardine is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the Human Resources Department at (519) 396-3018 or e-mail: hr@kincardine.ca

Public Works Foreperson

Municipality of Kincardine

Task List

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Summary:	Supervises public works activities in a Ward to maintain roads and other public places in a clean and safe manner.		
Location:	Public Works	Group:	(none)
Department:	Public Works	Family:	Full Time
Scenario:	all jobs	Reports To:	Roads Supervisor
Job Id:	54	Last Update:	2013-06-24

Tasks:

Supervision

1. Supervises staff, interviewing and hiring new employees, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary actions.
2. Participates on hiring teams to interview and hire new employees.
3. Coaches, counsels and motivates staff to maintain positive morale and ensure effective working relations amongst staff.
4. Assigns, coordinates and monitors work and orders supplies and materials.
5. Monitors the work place and the use of equipment and materials and takes corrective actions to ensure a clean and safe work environment.
6. Oversees the work of contractors to ensure workplace safety and the meeting of standards.
7. Completes information for payroll processing.
8. Communicates information and acts as a resource for the Director of Public Works and Roads Supervisor.
9. Contributes information to the Director of Public Works and Roads Supervisor for the annual business plan and budget process.

Operations

10. Contributes to department budget preparation which includes the recommendation of capital projects and the identification of needed repairs.
11. Monitors or performs work such as the grading of roads, snow plowing, dust control, tree trimming, sign maintenance, road construction and culvert maintenance to ensure safety of employees and the public and that standards are achieved.
12. Identifies problems and takes corrective actions.
13. Inspects roads during the winter months and calls out plows.
14. Contains and cleans up spills of a variety of materials and notifies authorities.
15. Makes emergency repairs or coordinates and oversees repairs.
16. Conducts tree inspections and prepares property line verifications for tree ownership resolution.
17. Conducts and records daily and weekly road patrols to identify issues and take corrective actions.
18. Coordinates and monitors work sites to ensure traffic control and signage are used properly and are in place.
19. Processes work orders related to PSAB and Operations.

Equipment Operation

20. Drives a truck to plow snow, remove snow and sand and salt road surfaces.
21. Conducts preventative maintenance and fueling of gas and diesel equipment.
22. Operates equipment to ensure public places are repaired and maintained in a clean, safe and useable manner.
23. Completes circle checks and reports defects on equipment.

Customer Service

24. Investigates public complaints and provides resolutions.
25. Responds to complaints, provides information, resolves problems and turns negative situations into positive ones.
26. Responds to telephone enquiries and provides information.
27. Gathers information, prioritizes work and assigns work.
28. Responds to emergency callouts and coordinates repairs with other agencies.

Administration

29. Verifies, signs and codes invoices.
30. Verifies and approves pay information.
31. Files and maintains a variety of documents.
32. Prepares incident and operation reports for the Roads Supervisor.
33. Completes logs.
34. Collects and compiles information for the Director of Public Works and Roads Supervisor .
35. Processes purchase orders and bills for the office.
36. Maintains records of road department operations which includes completed jobs.
37. Sends and receives facsimile messages.
38. Maintains an inventory of equipment and supplies.

Other

39. Adheres to Minimum Road Standards, Policies, Regulations and Ministry of Labour standards.
40. Represents the Director of Public Works and Roads Supervisor on work sites in his or her absence.
41. Acts as an Outside Maintainer to reduce workload, meet the deadlines of the department and respond to emergencies.
42. Complies with Municipality of Kincardine policies and procedures.
43. Performs other tasks as assigned by management.