

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

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| POSITION: Working Foreperson | PAGE: 1 OF 4 |
| REPORTS TO: Department Head Director of Public Works | DATE: January 3, 2025 |
| THIS JOB DESCRIPTION IS: REVISED AS OF January 3, 2025 | NEW: EXISTING: REVISED: X RESCINDED: |

JOB SUMMARY:

To provide daily support to the Director of Operations in leading Public Works personnel in work duties set out by the Director, related to the maintenance and construction of all public works infrastructure including road, sidewalk, storm, sanitary and street lighting assets.

DUTIES AND RESPONSIBILITIES

Support Director of Operations:

1. Discuss and assist in coordinating work plans, priorities and work schedules.
2. Complete patrols in accordance with MMS in order to create work orders and advise Director on work prioritization.
3. Provide leadership, guidance and mentorship to all public works personnel.
4. Provide input as requested by Director, regarding Public Works employee performance appraisals.

Direct and Oversee Public Works Personnel:

1. Upon the direction of the Director of Operations, shall oversee, lead and assist work performed by other staff related to Public Works.
2. Communicates clearly and delegates work to ensure that work projects are carried out safely, effectively and efficiently.

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3. Ensure all employees work in accordance with internal policies, safety regulations and all other legislation and regulations.
4. Communicate an overview of jobs onsite (ie tailboard meeting) to effectively communicate relevant safety and technical aspects of the job including traffic control plans.

Road Infrastructure Maintenance:

1. Perform Truck Driver and Labourer duties as required.
2. Operates heavy equipment, chainsaws, chipper, steamer and other equipment for various maintenance activities.
3. Patrolling roadways and completing inspections of culverts, drainage ditches, beaver dams, tree encroachments, storm sewer backups, and signage and road deficiencies to ensure compliance with Level of Service and Maintenance Standards
4. Complete MESH inspections on all public works infrastructure including road surface conditions, sidewalks, street lighting, bridges and culvers and creates corresponding work orders.
5. Assist with Ontario One Call requests and ensuring they are completed, printed and filed in accordance with provincial legislation.

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Public Liaison:

1. Responds to complaints in a timely and courteous manner and assists in coordinating appropriate responses.
2. Fosters positive working relationships with staff, management, council and outside affiliates.

SUPERVISION:

Supervision is limited to work oversight and delegation on the job. This position does not discipline staff: however, does report performance or conduct issues to the Director.

Job Specifications:

- Post-Secondary education in Civil or Environmental Engineering Technology or equivalent or Heavy Equipment Operations
- 10 years of Public Works experience
- 3 years of supervisory experience an asset
- OGRA Mahoney Construction and Maintenance courses an asset.
- Valid Class “D” licence with a “Z” endorsement
- Good understanding of computer software programs including but not limited to word and excel.
- Good interpersonal and customer service skills

Working Conditions:

- Requires excellent physical condition with ability to handle physical effort and exertion.
- Exposure to inclement weather conditions.

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- Required to be work overtime and unusual hours to handle emergency and poor weather conditions.
- Required to wear appropriate personal protective equipment.

Key Competencies:

- Knowledge of road construction, road maintenance and best practices related to public works.
- Knowledge of road construction, maintenance and safety activities is required.
- Excellent communication skills that allow for clear communication and information exchange to Director, staff, management, council, residents and outside affiliates.
- Demonstrated computer proficiency and experience with Microsoft Office suite, Google Docs, OneDrive, ArcGIS, Geotab etc...
- Fostering respectful work environment as well as positive relationships with others.
- Maintain current knowledge on legislative and regulatory requirements, best practices and standards as they relate to public works.