**Road Foreperson – South Yard, Burnside Line Location**

**Job description**

The Road Foreperson is responsible for the daily management of roads employees and equipment in the performance of maintenance and or construction of roads, bridges, sidewalks, etc. This position will patrol roadways and complete inspections to ensure compliance with the municipal Level of Service and Maintenance Standards. An individual who is self-motivated and who has highly developed leadership and supervisory skills would be best suited for this position.

**Closing date**

Applications will be accepted until May 23, 2025.

**Rate of pay**

The range of pay for this position is $41.53 to $48.59 per hour for a 40-hour work week. A mandatory supervisory on call is a requirement of this position. This is a full-time position with a comprehensive benefit package.

**Duties**

As the Road Foreperson for the Public Works South Yard location, you will be responsible for the following duties:

* annually evaluate performance of staff in accordance with established policies and procedures
* completion of daily operational checks and ensuring that maintenance is carried out and addressed in an expeditated manner
* ensuring crews are organized and have the materials to complete tasks in a safe and efficient manner
* ensuring locates are completed and filed with Ontario One call in a timely manner to ensure the effectiveness of work projects
* ensuring that accurate records are maintained for Public Works activities as required
* managing, coordinating, supervising, and assisting staff in the maintenance of roads including winter control operations and year-round maintenance of the road network
* operating various pieces of equipment and participating in labour as required
* 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
* purchasing day-to-day supplies in accordance with the Township Procurement Policy
* resolving complaints assigned by the Manager of Roads and Fleet, and responding to inquiries from the public and other departments regarding maintenance conditions of roads
* supervision of 6 to 14 members of the Public Works Team
* on-call in a supervisory role is a requirement of this position

**Qualifications**

* certified Road Supervisor (CRS) would be an asset, and the willingness to complete
* demonstrated computer proficiency and working knowledge of Microsoft Products
* excellent interpersonal and communication skills
* mechanical, operational, and technical expertise in roads-related activities including vehicles and heavy equipment
* supervisory experience having such skills in areas of leadership, communications, and public relations
* TJ Mahoney Road School, Maintenance and Construction course
* secondary school diploma
* two to three years of related experience
* valid Ontario Class DZ driver’s licence

**How to apply**

Please submit all job applications using the online form at [www.severn.ca/jobs](http://www.severn.ca/jobs)

We thank all applicants that apply. Please contact us if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process. We'll only contact you if you're selected for an interview.

**Employment accommodations**

We're committed to an inclusive, barrier-free environment. Accommodation will be

provided in all steps of the hiring process. Please contact us if you require any

accommodations to ensure you can participate fully and equally during the recruitment and selection process.

**Privacy statement**

Information is collected under the authority of the Municipal Act. Information collected will be used and managed by the Township of Severn in accordance with the Municipal Freedom of Information and Protection of Privacy Act. If you require additional information, please view our Freedom of Information and Routine Disclosure Policy at severn.ca/jobs.