



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Winter Foreperson, Operations (Posting #2025.105S)

Department:	Operations and Infrastructure
Division:	Operations - Roads
Location:	Egypt Roads Yard
Status:	Seasonal, Full-time (November 1, 2025 to March 15, 2026)
Hours of Work:	40 hours per week
Number of Positions:	2
Hourly Wage:	\$45.00 - \$48.50 per hour
Date Posted:	September 10, 2025
Date Closing:	October 8, 2025

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

Responsible for monitoring municipal right of ways throughout the winter season to meet provincial minimum standards and Town standards while ensuring excellent customer service is always maintained. The position oversees and directs non permanent staff, as well as contractors and provides support to the Operations Supervisors to ensure those standards are always met. This position also includes the organization, planning and rectification of incoming work orders and residential concerns. ***For full details, please see attached job description.***

Minimum Qualifications

- Successful completion of a Secondary School diploma or equivalent approved combination of education and experience. Completion of a post-secondary diploma in Civil Engineering Technology or a related field is preferred.
- Minimum Class G Driver's License required with a satisfactory driving record,
- MTO CVOR Abstract in good standing required to operate corporate vehicles;
- Minimum three (3) to five (5) years' of leadership experience in a municipal operations environment or a similar role with a minimum of one (1) to two (2) years in a leadership role
- Demonstrated ability to successfully manage and administer municipal winter operations contracts

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the www.georgina.ca/careers no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from

people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301

JOB DESCRIPTION

Title:	Seasonal Winter Foreperson, Operations	Employee Group:	Non-union
Department:	Operations & Infrastructure	Division:	Operations
Date Created:	August 12, 2025	Revision Date:	
Reports To:	Supervisor, Operations	Job Grade:	4 or 5
Direct Reports:	Seasonal & Temporary Employees, Contractors, Lead hand & Road Attendants		
Indirect Reports:	None		

Position Summary
Responsible for monitoring municipal right of ways throughout the winter season to meet provincial minimum standards and Town standards while ensuring excellent customer service is always maintained. The position oversees and directs non permanent staff, as well as contractors and provides support to the Operations Supervisors to ensure those standards are always met. This position also includes the organization, planning and rectification of incoming work orders and residential concerns.
Responsibilities
• Provide seasonal leadership and direction to seasonal non permanent staff, contractors and at times at times full time Operations staff for the safe and cost-effective operational requirements of the Operations Division throughout the winter season. • Assist and provide objective, qualitative information as requested by the Operations Supervisors and Manager, Operations. • Organize, schedule, plan and delegate foreseen and unforeseen tasks to seasonal staff, contractors and at times at times full time Operations staff; as well as respond to staff and contractor concerns. • Preplan work to ensure site safety and that staff have the necessary equipment and tools to conduct the tasks. • Provide site supervision, at times to multiple sites, to meet legislative requirements and to ensure all Town policies and procedures are being followed. • Contact and meet with residents to discuss concerns and complaints and resolve issues independently in the field regularly thought the winter season. • Provide information and submit action plans to resolve large issues to the Supervisor, Operations • Meet with contractors and municipal partners to discuss ongoing projects.

- Schedule work to be completed by contractors when required.
- Participate in evening, early morning, and overnight shifts
- Respond to and deploy seasonal staff, contractors and at times full time Operations staff as required following applicable Town procedures.
- Oversee and at times perform the routine patrols in meeting the Minimum Maintenance Standards O. Reg. 239/02 through the winter season.
- Ensure deficiencies are capture and reported accurately and the repair takes place in advance of the timelines set out within the O Reg, 239/02 and/or applicable Town Policy
- Create work orders and deploy seasonal staff and at times full times Operations staff as required based on road patrol inspections.
- Operate Town equipment including pick-up trucks, heavy duty trucks or specialized equipment as required to meet the Minimum Maintenance Standards and approved levels of service as directed.
- Perform weather monitoring and dispatch winter control responses outside of regular business hours.
- Perform any other tasks as assigned.
- Manages winter maintenance responses outside of regular business hours, by directing staff and contractors to ensure compliance with Ontario regulations and Town policies and standards
- Participate in staff meetings and provides ideas and input on continuous improvement opportunities
- Ensures Operations fleet is washed regularly and maintained to ensure uninterrupted winter responses.
- Works in fast paced environment with the ability to respond to inquiries from and/or liaises with residents, businesses, contractors/suppliers, internal departments, on contracts, equipment/materials needs, maintenance programs/policies/procedures, contract administration and customer service issues, and other Operations related matters, as required.
- Provided oversight to winter maintenance contracts including conducting field inspections and monitoring/ tracking contractor performance to ensure compliance with tender specifications, health and safety, and other applicable legislation/regulations; troubleshooting in the field where issues/problems arise; reviewing and authorizing progress draws and making recommendations on change orders where necessary; prepares necessary follow-up reports/documentation.
- Identifies winter operations activities that require the support of external contractors and service providers
- Manages winter contract deliverables and ensures health and safety principles and policies are followed at all timesOperates equipment/vehicles as necessary
- Responds to emergency situations as required
- Participates in the Town's Health & Safety Program; complies with (and ensures that all staff supervised comply with) the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training

- Successful completion of a Secondary School diploma or equivalent approved combination of education and experience. Completion of a post-secondary diploma in Civil Engineering Technology or a related field is preferred.
- Designation as a Certified Engineering Technician or Technologist is an asset
- Certified Road Supervisor (C.R.S.) is an asset
- Minimum Class G Driver's License required with a satisfactory driving record,
- DZ or AZ Driver's License with a satisfactory driving record considered an asset
- Additional certificates and training in operations considered assets:
 - o Ontario Traffic Manual Book 7 (Temporary Conditions) Traffic control and safety
 - o OGRA training and courses
 - o CPR/First Aid, Propane Safety and Chain Saw Operations

Experience

- Minimum three (3) to five (5) years' of leadership experience in a municipal operations environment or a similar role with a minimum of one (1) to two (2) years in a leadership role
- Experience in the use/operation of various winter operations equipment
- Previous contract management experience

Knowledge

- Thorough working knowledge of project management/contract administration principles, practices and procedures, , the Occupational Health & Safety Act, Provincial Minimum Maintenance Standards for roads, the Highway Traffic Act and related pertinent legislation/regulations/guidelines, winter maintenance/operations standards and preventative maintenance/quality assurance practices, labour relations principles.
- Knowledge of the application of Ontario Traffic Manual, including Book 7 (Temporary Conditions) training and application
- Knowledge and demonstrated experience working in a computerized work environment including extensive use of Microsoft Word and Excel, the use of Service Request Systems, Work Order Systems, Automatic Vehicle Location systems, Geographical Information Systems (GIS) and other work management software
- Knowledge of the operations and maintenance of equipment and large vehicles with appurtenance

Competencies

- Demonstrated ability to lead teams, and foster collaborative work environments
- Strong customer service skills, with a demonstrated ability to communicate professionally with the public
- Excellent interpersonal, time/project management, organizational, contract administration, analytical, recordkeeping, work prioritization, problem-solving, leadership and staff development/supervisory skills.
- Demonstrated ability to successfully manage and administer municipal winter operations contracts
- Excellent organizational and problem-solving skills

Physical Demands and Working Conditions

- Working for the majority out of a Town vehicle set up as a mobile office.
- Must be able to work in inclement weather conditions
- Required to work overnight through the week, between 3pm and 4am and over the weekend on complete coverage shifts on a rotating basis, 40-50 hours per week

- Occasional heavy lifting of materials