**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 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 January 9, 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. 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 of day-to-day supplies in accordance 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