

Foreperson

Infrastructure & Operational Services Division

Competition Number: 2023-47

Permanent, Full-time Position

Non-Union

The Township of Springwater, located in Simcoe County, Ontario, is seeking a highly motivated and experienced individual to fill the role of Foreperson.

Reporting to the Roads & Fleet Supervisor, the Foreperson will provide organization and oversight to a crew of the Roads & Fleet Department operating out of our south yard in Midhurst. You will be responsible for ensuring safe and efficient day-to-day operations in accordance with Township policies and procedures. A skilled problem solver, you will effectively respond to inquiries, investigate complaints, and meet with members of the public to efficiently resolve issues.

Position Responsibilities

The usual responsibilities of the position are:

- Provide leadership and direction to applicable Staff for the safe and cost-effective operational requirements of the Roads and Fleet Department.
- Assist and provide objective, qualitative information as requested by the Roads, Supervisor and Manager, Roads, and Fleet.
- Provide road staff supervision, including organizing and planning the daily tasks for Roads Staff, site supervision to meet legislative requirements, and responding to staff concerns.
- Contact and meet with residents to discuss concerns and complaints and resolve issues in the field when applicable.
- Liaise with contractors, meet with contractors and municipal partners to discuss ongoing projects, and schedule work to be completed by contractors when required.
- Participate in a rotational on-call schedule with the Roads Supervisor for a period of one-week (24 hours a day, 7 days a week) approximately every 3 weeks.
- Respond to and deploy staff as required for on-call duties following applicable Township procedures and collective agreement provisions.
- Assist the Routine Patroller in meeting the Minimum Maintenance Standards by completing road patrol as necessary.
- Create work orders and deploy staff as required based on road patrol.
- Operate Township equipment as required including pick-up trucks, heavy duty trucks or specialized equipment as required to meet the Minimum Maintenance Standards and level of service as directed.

- Perform any other tasks as assigned.

Qualifications and Experience

- 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.
- A valid Ontario Class DZ or AZ license with a satisfactory driving record.
- Minimum of three (3) to five (5) years of leadership experience in a unionized municipal operations environment or a similar role with a minimum of one (1) to two (2) years in a leadership or supervisory role.
- Completion of road maintenance and construction courses through Ontario Good Roads Association are considered an asset.
- Certified Road Supervisor (CRS) designation with the Ontario Association of Road Supervisors is preferred.
- Knowledge and understanding of the Occupational Health and Safety Act, WHMIS, and Minimum Maintenance Standards is required.
- Excellent knowledge and experience with the operation of heavy trucks and equipment.
- Knowledge of fleet management, surveying, road construction practices, and pre-wet and anti-ice methods and materials.
- Good interpersonal, public relations, communication, time management, and record-keeping skills.
- Ability to deal with public complaints, concerns, and a commitment to customer service.
- Ability to influence positive outcomes with work objectives.
- Proficient with the use of smartphones and computers including email, internet, Microsoft Excel, electronic timesheets, and programs for data entry.
- Ability to perform manual labour and tasks in all weather conditions.
- Availability to respond to emergencies after hours and be on-call is required.

Rate of Pay

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan, including participation in the OMERS pension plan for this position. Compensation for this position is currently \$69,997.19 to \$81,886.81 per annum (2023 rate).

Hours of Work

This position will work 40 hours per week; however, hours outside of normal business hours will be required. This position will require you to participate in a rotational on-call schedule with the Roads Supervisor for a period of one week (24 hours a day, 7 days a week) approximately every 3 weeks, to respond to and deploy staff as required.

How to Apply

Apply online by visiting www.springwater.ca/careers and click on **Apply Now** to submit your cover letter and resume for Competition Number 2023-47.

Closing Date: September 20, 2023.

Note: Only online applications accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

This job posting reflects the general responsibilities and requirements of the job and does not include all the work requirements of the job.

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Accessible Accommodations

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible support you may need.