

**County of Lambton  
Position Description****Position Title:** Foreman – Level 1**Division:** Infrastructure &  
Development Services**Group:** Non Union**Immediate Supervisor:** Foreman – Level 2**Position Summary**

Schedule, co-ordinate and supervise the day to day activities of the County road network. Patrol County road network to determine when snow ploughing/salting should commence, as well as determine work requirements during non-winter months. Foreman Level 1 is also responsible for ensuring legislative requirements and policies and procedures are followed.

**Job Duties and Responsibilities****Supervisory:**

- Schedule, coordinate, and supervise the day to day operations and maintenance activities on the County Road Network including roadways, shoulders, bridges, culverts, ditches and drainage, signs, guide rails, depots, trees, vegetation, line markings, winter control, etc. utilizing County staff and outside contractors in a manner that ensures all activities are completed to the County's requirements in an effective and cost efficient manner
- Delegating and determining what work needs to be done at the beginning and end of the day (daily)
- Provide inspection/quality control for all department operations and maintenance activities incorporating changes as necessitated ensuring that all work is constructed in accordance with the work plan and to the County's requirements and direct supervision to subordinate staff including the assignment of duties, performance review, etc and/or functional supervision of contracted forces
- Co-ordinate the maximum utilization of all available resources: labour, equipment, materials, and outside contractors
- Provide direct supervision to assigned staff (heavy equipment operators, equipment operators, operators, skilled labourers, seasonal staff, students, etc.) including directing activities, assigning workload, evaluating performance, recruitment, discipline, coaching, mentoring, training, health and safety, etc.
- Provide functional supervision to hired contractors performing work on County Road network

**Patrol:**

- Patrol County Road Network, primarily through winter season, in accordance with the County standards, including documentation of deficiencies, scheduling and implementing repairs as required including resource allocation (labour, equipment, materials, etc). Includes those maintenance activities performed by others on the County's behalf (contractors, other municipalities, etc)

**Maintenance:**

- Assist in analyzing and assessing departmental infrastructure (roadways, culverts, drainage, depots, etc.) to identify maintenance and repair needs, establish deficiencies, and prioritize work plans
- Develop short term (weekly) work plans for the maintenance and repair of departmental infrastructure including scheduling and resource allocation that will maximize the County's investment in maintaining departmental assets
- Ensure maintenance activities are completed to the County's requirements and in accordance with County by-laws, standards, best practices, and federal/provincial regulations
- Provide survey control (grade, alignment, etc.) as required
- In coordination with the Construction Supervisor, responsible for inspecting the placement and maintenance of public utilities (telephone, hydro, natural gas, cable television, etc.), municipal services (water, sewer, etc.) and private plant (pipelines, etc.) within the County's road allowance ensuring that the County's interests are protected including establishing conditions and ensuring compliance of County's requirements

**Customer/Public Relations:**

- Assist in obtaining all necessary approvals from various stakeholders (i.e. property owners, local municipalities, etc.) with the assistance of departmental staff
- Arrange for the field location of public utilities / municipal services as required
- Maintain good relations with all those affected by department activities, including property owners, utility companies, municipalities, agencies and the general public
- Maintain and represent the County's policies and positions to the public, property owners, local municipalities, and utility companies in respect to complaints or requests including undertaking corrective actions as warranted
- Log and report particulars with respect to accidents on County roads, liaise as necessary with the County's insurance adjusters and County Solicitor, and represent the County's interest as required in liability claims as necessary

**Scheduling:**

- Schedule, coordinate, and supervise the repair and maintenance activities on the County Road Network and associated infrastructure including roadways, shoulders, bridges, culverts, ditches and drainage, signs, guide rails, depots, trees, vegetation, line painting, winter control, etc. Also utilizing County staff and outside contractors

**Purchasing:**

- Prepare and administer departmental requests (purchase order, quotation, etc.) for services, materials, and equipment for the completion of assigned tasks in accordance with the County Purchasing Policy
- Perform administrative duties for those tasks involving contracted services including approval of contractor documentation (bonding, insurance, WSIB clearance, notice of project, health & safety policy, etc.), associated meetings, approval of payment, and the acceptance of the work on behalf of the County

**Health and Safety:**

- Conduct safety meetings and complete the appropriate forms for employees at the beginning of each shift, (traffic protection plan, TASK card project notices, and job hazard analyses) with reference to proper manuals (Book 7, etc)
- Ensure that all employees and contractors hired are in compliance with the Occupational Health & Safety Act and regulations. The Health & Safety portion of this position is interwoven in all the above job duties and is considered at all times
- Ensure that all safety procedures and risk management practices are followed ensuring compliance with County policy and procedures, departmental procedures, the Occupational Health & Safety Act and applicable regulations. Assist and participate in employee health and safety training and related activities. Preparation of daily traffic plans, task cards, and project notices, job hazard analyses, etc.
- Reading safety bulletins and discussing safety issues pertaining to daily activities

**Other Job Tasks/Responsibilities:**

- Assume the duties and responsibilities of the Working Foreman – Level 2 position in his/her absence
- Co-ordinate and ensure adequate records management to ensure compliance with County maintenance standards (i.e. patrol records, diaries, etc.) and facilitate maintenance management and job costing activities (i.e. coding of payroll, hours of work, coding of accounts, etc.)
- Participate in a call out/on call system on a rotating basis for emergencies outside of scheduled work including liaison with emergency service personnel
- As a member of the Public Works Management Team, participate and assist in the development and review of the short and long term infrastructure plans, creation of departmental policy, procedures, quality/performance standards, etc.
- Maintain up to date knowledge of applicable legislation, best practices, and industry standards as they pertain to the services provided by the department
- Inputting time/hours in the computer Vadim system, checking email messages, weather forecasts and filling in locate forms and faxing them to appropriate companies as well as answering the phone throughout the course of the day

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed

- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

### **Supervision Requirements**

**Direct Supervision:** Departmental Staff including Heavy Equipment Operators, Equipment Operators, Operators, Skilled Labourers, and Seasonal Staff. Each Forman Level 1 person may need to directly supervise 10-15 people at one time

**Indirect Supervision:** Other County or Departmental Staff as required, Contractor personnel as required

**Functional Authority:** Provides direction, consultative services and advice on employee/technical issues and services to the Corporation as well as the direct Supervisory duties and responsibilities as listed above

### **Credentials Required**

#### **Minimum Formal Education**

- Secondary school graduation diploma and at least three (3) years of public or private sector public works experience in the operation, repair, maintenance, and construction of roadways, preferable in a municipal environment
- The ability to obtain, in a timely manner, a Certified Road Supervisor designation with the Association of Ontario Road Supervisors (AORS) including the successful completion of the requisite courses and supervisory component
- Current valid Province of Ontario Drivers License, minimum class DZ

#### **Experience**

- Demonstrated knowledge and experience in the areas roadway infrastructure assessment, road maintenance and construction, municipal drainage, project management, supervision, surveying, tendering, and municipal health and safety
- Strong repair, maintenance, and rehabilitation planning abilities relevant to the scope of service associated with the position
- Comprehensive understanding of relevant federal, provincial, and municipal legislation and regulations relating to the scope of services provided by the department including transportation, environment, labour, occupational health and safety, etc.
- A team oriented supervisory style and ability to lead project teams that focus on the effective use of available resources and approved outcomes
- Computer literacy in Microsoft Office software, job costing and asset management applications, weather forecast providers and vehicle tracking interface

- Highly developed oral, written communications, analytical and problem solving skills to deal effectively with staff, general public, contractors, and municipalities

A valid Ontario driver's license and use of a vehicle.

**Please visit our job board at [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and search for posting Foreman Level 1 FOREM004990 to apply. Posting closes at 11:59 pm on July 28/24.**