



**Administration Office**  
**Mailing address**  
**Email**  
**Phone**

1024 Hurlwood Lane, Severn  
PO Box 159, Orillia, Ontario L3V 6J3  
info@severn.ca  
705-325-2315

Public Works Department  
**Road Foreman - North Yard**

### **Core Responsibilities**

- Organize, supervise, and manages the co-ordination of crews in the various daily operations and in the undertaking of road maintenance, and winter control operations.
- Patrols roadways and completes inspections of culverts, drainage ditches, beaver dams, tree encroachments, storm sewer backups, and signage and road deficiencies to ensure compliance with Level of Service (LOS) and Maintenance Standards.
- Completes daily operational checks and ensures that maintenance is carried out and addressed. Ensures crews are organized and have the materials to complete the tasks.
- Participates in the operation of various pieces of equipment and labour as required.
- Resolves complaints assigned by the Manager of Roads and Fleet, and responds to inquiries from the public, and other departments regarding maintenance conditions of roads.
- Responsible for the awareness of road operations objectives and level of service, observes and reacts to road-related deficiencies, prepares work plans to address deficiencies, documentation of work, and provides timely response to service requests.
- Responsible for the awareness of road operations objectives and level of service, observes and reacts to road-related deficiencies, prepares work plans to address deficiencies, and documentation of work, and provides timely response to service requests in consultation with the Manager of Roads and Fleet.
- On-call in a Supervisory role is a requirement of this position.
- Flexibility to work out of various public works yards is a requirement.

### **Qualifications and Skills**

- Ontario Secondary School Diploma
- 2-3 years of practical working experience in construction.
- Knowledge of operation and maintenance of various equipment.



- Excellent Interpersonal Skills
- Demonstrated knowledge of safety standards and best practices, including the Ontario Traffic Manual, Ontario Provincial Standards and Drawings, Occupational Health and Safety Act, and other applicable legislation.
- Mechanical, Operational, and technical expertise in roads related activities including vehicles and equipment.
- Computer proficiency and working knowledge of municipal-related software.
- Supervisory experience having skills in areas such as leadership, communications, and public relations

#### **Required Certifications:**

- Current valid unrestricted Ontario Class D Driver's License, with an Air Brake Endorsement
- Certified Road Supervisor (CRS) Certificate or the willingness to complete would be an asset.
- Successful candidates must abide by the Ontario Health and Safety legislation and follow Township Health and Safety policies, Covid 19 protocols, and public health guidelines, and provide Proof of COVID-19 vaccination.

Salary Range for this position is \$36.98 to \$43.25 (2022 rates) per hour, 40 hours work week. On-call is a provision of this position. Please submit your resume and related information online to Michelle Prophet Healy, Manager of Human Resources at [hr@severn.ca](mailto:hr@severn.ca)

#### **Deadline for Applications: December 30, 2022**

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The Township of Severn is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-Ordinator at the Township of Severn.