

# The Municipality of West Perth Employment Opportunity

## **Operations Foreman – Permanent, Full Time**

Located in Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail, and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

The Municipality of West Perth is seeking qualified applicants for the position of Operations Foreman. Reporting to the Director of Operations, the Operations Foreman supports the oversight and coordination of departmental activities, including road maintenance, construction, and other infrastructure operations.

### **Responsibilities**

- Review timesheets and vacation requests to ensure accuracy and that it was approved by the appropriate staff member.
- Supervise operations employees, gravel pits, infrastructure projects, landfill sites, and other municipal properties.
- Perform all work related to operations, both maintenance and construction.
- Ensure all projects are completed promptly and ensure proper use and maintenance of equipment and municipal property.
- Inspect roads, culverts, bridges, sidewalk, storm/sanitary sewers, municipal drains, and signs.
- Maintain good public relations, health and safety practices, response to emergency situations, and maintain time sheets and all regulatory paperwork and documentation.
- Assume responsibility in absence of the Director of Operations.
- Attend seminars and meetings.
- Ability to work in a variety of weather conditions and variable hours (day or night).
- Supervise maintenance and repairs of roads, sanitary and storm sewer, winter maintenance, sidewalks.
- Supervise tree removal and replacements.
- Other job-related duties as assigned by the Director of Operations.

## Qualifications

- College Diploma or equivalent experience
- Current valid Ontario Drivers License, minimum Class DZ
- Minimum five years working in a public works position
- Supervisory experience preferred

## What Will Set You Apart

We're eager to learn about your personal attributes that will enhance our team in addition to your qualifications. We are seeking someone who:

- Is a confident and effective leader.
- Has strong analytical and critical thinking skills.
- Has strong verbal and written communication skills.

This position is full-time, working 44 hours per week. Hourly Pay Range: \$34.98 to \$43.72. This position includes health and dental benefits and OMERS pension. For more information about West Perth, visit [www.westperth.com](http://www.westperth.com)

## Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Human Resources at [hr@westperth.com](mailto:hr@westperth.com)

**Deadline to Apply: 4:30pm Friday, October 3, 2025**

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.