

Job Title: Foreman (Transportation)

Department: Public Works

Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.

Purpose of the Job

Under the direction of the Manager, this position is responsible for supervising planning daily operations, maintenance, completing Operator duties as needed to ensure safe operations and maintain municipal roads and related infrastructure within South Huron, scheduling of roads activities to ensure levels of service and legislative standards are upheld in a safe and economical manner, ensuring excellent customer service is maintained at all times. This position will work directly with various departments within the municipality to assist with special projects. This position involves handling issues of a highly sensitive and confidential nature.

Key Responsibility 1

Supervision/Administration

- Make regular decisions regarding deployment of equipment and manpower including fleet maintenance.
- Monitor municipal roads to provincial minimum standards, and maintain necessary records.
- Conduct patrol duty and road checks on a regular basis.
- Responsible for ensuring assigned vehicles including all equipment that forms part of the operations yards jurisdiction is maintained in a clean & tidy condition and that it meets required provincial legislation requirements.
- Locks out/tags all equipment and coordinates repairs/replacement.
- Provide assistance to the public and provide advice and direction on transportation services and related activity.
- Monitor road and sidewalk maintenance, and troubleshoot operational problems
- Supervise day-to-day operations for transportation services in an effective, efficient, safe and environmentally responsible manner.
- Supervise Transportation Services staff, including assigning work.
- Supervises and works within all Corporate Policies and Procedures.
- Responsible for the deployment of personnel and municipally owned equipment during maintenance activities to ensure the optimization of both physical and human capital within the work unit.
- Responsible for investigation of complaints and requests for work, creation and prioritization of required work orders, ensuring required work including scheduling of equipment, contractors, permits, materials and locations have been completed with proper notification/follow up to all stakeholders in a timely manner.
- Responsible for reporting deficiencies in equipment or infrastructure.

Key Responsibility 2

Maintenance

- Assist in day-to-day operations for transportation services in an effective, efficient, safe and environmentally responsible manner.
- Monitor municipal roads to provincial standards, conduct repairs, and maintain necessary records.
- Operate Departmental equipment as part of regular road maintenance program including snow plow, tandem truck, grader, front end loader, street sweeper, tractor, backhoe, boom truck, mower, chainsaw, trackless, single axle truck, snow blower, wood chipper, tree trimmer and line trimmer.
- Provide minor and routine repairs to departmental equipment.
- Provide winter control and road checks, road and sidewalk maintenance, storm drain, ditch maintenance, tree trimming, grass cutting and traffic control.
- Provide roadside maintenance including litter and pickup of dead animals.
- Ability to respond to after hour emergencies on a 24/7 basis as required by the Municipality's Emergency Management Plan and associated policies/procedures, significant weather conditions/events, requests from emergency services personnel requests or to assist operations on an on call basis as required.
- Responsible for maintaining the stock of supplies.
- Performs other duties as assigned.

Key Responsibility 3

Drainage

- Responsible for assessing requirement for drain maintenance activities and coordinating with municipal staff and the drainage engineer.
- Responsible for tracking time and materials associated with drainage maintenance
- Responsible to coordinate drainage maintenance with contractor and drainage engineer.
- Assist in ensuring that all requests for municipal drain maintenance are completed in a timely manner.
- Shall attend as a municipal representative, on-site meetings call by Engineers for petitions for new municipal drains or improvements to existing municipal drains
- Receives and reviews applications with other municipal staff for private tile drainage loans under the provisions of the Tile Drainage Act
- Completes copies of inspection and completion certificates for tile drainage loans

Health and Safety

Responsible, as a Supervisor, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Ensuring employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.

- Providing safe and proper equipment, standard operating procedures, supervision and communication (including written instruction), current SDS sheets, where applicable.
- Cooperating with the JHSC to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.
- Ensuring employees are working safely within the law and safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Investigating and reporting accidents and injuries.

Education and Qualifications

- Possess a valid DZ license with a clean driver abstract.
- Certification for first aid/CPR, WHIMS, confined space work, chainsaw operation, aerial truck, and surface mining.
- Willing to work towards CRS (Certified Roads Supervisor) designation.
- A minimum of 2 years' experience as a municipal equipment operator.
- Required health and safety training certification.
- Shall possess strong management and supervisory skills, record keeping, problem solving, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills;
- Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government;
- Must ensure a high level of confidentiality
- Certification with the Ontario Ministry of Agriculture, Food and Rural Affairs as a Drainage Superintendent or ability to obtain Certification would be an asset.
- Working knowledge of municipal drain maintenance procedures, Drainage Act and the Tile Drainage Act

Personal

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

Working Conditions

Work involves a substantial amount of heavy lifting, carrying, crawling and climbing. Operations continue in all weather, including severe conditions such as freezing roads, blizzards and white outs with poor visibility and slippery conditions. A high degree of mental alertness is required to ensure the safety of self and others as working with heavy equipment, vehicles, unpredictable traffic conditions, tools and hazardous chemicals is required. Hours of work are scheduled within the core operating hours of 7:00 A.M. - 3:30 P.M. A flexible schedule is required to account for operational coverage outside of core hours, including emergencies, holidays, weekends, on-call and seasonal shifts.