



# Rural Municipality of Woodlands

<b>Job Title:</b>	Public Works Foreman
<b>Department:</b>	Public Works
<b>Base Location:</b>	Woodlands Public Works Shop
<b>Report to:</b>	Operations Manager
<b>Type of Position:</b>	Full Time, Permanent
<b>Union or Non-Union:</b>	Union
<b>Hours:</b>	Nov. 1 to April 30, 40 hours per week, 7:00 AM – 3:30 PM May 1 to Oct 31, 50 hours per week, 7:00 AM – 5:30 PM

## Summary of Position:

Responsible for the direction, co-ordination, efficient operations, construction, maintenance and repair of the municipal infrastructure. The foreman is a team builder that coordinates the work of a variety of labours, tradespeople, and contractors.

## Duties and Responsibilities:

- Ensure that all overall operations of the Public Works Department are conducted in compliance with all statutory requirements and regulations including The Workplace Safety and Health Act, and any other applicable Provincial Statute(s).
- Ensures roads, crossings, roadsides, culverts and signs are properly constructed/installed and maintained.
- In Coordination with Operations Manager and Office Staff, organize annual dust control program.
- Supervises public works staff and various projects.
- Supervises and inspects public works done by contractors engaged by the municipality.
- Ability to perform minor survey and read plans.
- Ensure log books are maintained accordingly.
- Coordinate with Operations Manager to obtain quotes for various jobs.
- Ensure adequate supply of inventory, including safety equipment.
- Ensures appropriate maintenance of cemeteries.
- Assists the Operations Manager with annual performance evaluation of staff.
- Purchases or authorizes the purchase of materials and supplies required for the operation of the department with delegated spending authority.

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- Ensures Public Works infrastructure and equipment is well maintained and operational.
- Operate Municipal equipment as required to cover for Vacation or Emergencies, etc. (Grader, Excavator, Tractors, etc.)
- Organize daily safety meeting with staff.
- Ensure pre-trip checklist are completed, and review for equipment repairs.
- Continuously train and develop staff' skills.
- Performs other duties as required

**Education, Skills & Ability Required:**

- Will be required to become knowledgeable of municipal policies, by-laws and of overall operations of the municipality.
- Excellent oral and written communication skills
- Excellent organizational skills
- Problem solving skills to gather relevant information
- Intermediate computer skills and knowledge of MS office
- Ability to review plans and determine compliance
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to deal with people in a tactful and diplomatic manner
- Valid Class 1 driver's licence an asset
- Willingness to continuously further education

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