

## JOB POSITION DESCRIPTION

POSITION TITLE: ROAD FOREMAN

DEPARTMENT: ADMINISTRATION

REPORTS TO: SUPERINTENDENT OF PUBLIC WORKS

### POSITION SUMMARY

The Road Foreman is responsible for overseeing and coordinating municipal public work projects in conjunction with the Superintendent of Public Works and the Director of Operations. To perform this job successfully, the incumbent must be able to perform to a high degree of quality, timeliness, precision, while prioritizing a safe work environment.

#### Responsibilities Overview:

The work of this class involves planning, scheduling, coaching, and supervising public work crews following construction standards and municipal policies. It is essential to have exceptional communication and interpersonal skills, and innovative management strategies. To support the outlined responsibilities the Road Foreman, or designate, shall be required to carry and respond to the 'after hours' phone.

#### Major

- Plans and oversees Public Works Construction Projects which includes the preparation of construction schedules, reading, interpreting, analyzing, and forecasting project cost reports and determining the status of the job in terms of scheduling and costing.
- Supervisory responsibilities include training, budgeting, performance management reviews, coaching, mentoring and assigning duties to work crews.
- Resolves work problems and recommends measures to improve productivity and service quality.
- Conducting project meetings as required.
- Provide engineering/design/survey support for various projects.
- Carry out pre and post inspections of road crossings and approaches to ensure compliance with conditions.
- Answering inquiries from all levels of staff, Council, contractors, or members of the public.

#### Minor

- Assist with land acquisitions when required.

#### Occasional

- Recommend changes to Municipal policies as required.
- Oversee Contractors and Consultants and effectively deal with problems such as delivery, labour, scheduling, land negotiations, utility approvals and payment disputes, and to enforce safe work procedures.

### PREFERRED QUALIFICATIONS / EDUCATION / EXPERIENCE

- Diploma in civil engineering; or Post-secondary education in Civil / Construction Engineering, with a combination of education and work experience.
- A minimum of 7 years' experience/knowledge of road construction, preferably in a unionized municipal setting.
- Class 5 driver's license.
- Journeyman ticket, Water Level II certification or Construction Supervisory Certification will be an asset.