



Position Description

POSITION TITLE: Operations Foreman
DEPARTMENT: Public Works
REPORTS TO: Assistant Public Works Director

SUMMARY OF POSITION:

The Operations Foreman is tasked with supervising ongoing operations including culvert and approach installation, hamlet clean-up, demolitions, minor construction, and other projects as assigned by the Assistant Public Works Director and/or the Public Works Director. This position is responsible for the Starland County yard maintenance, building maintenance.

RECOMMENDED TRAINING & QUALIFICATIONS:

- High School Diploma, GED, or equivalent
- Class 1 or 3 Drivers Licence, Class 1 is preferred
- Experience in operating and maintaining light and heavy equipment
- Three to five years' supervisory experience
- Ability to work with others, Rate Payers, and Contractors
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable
- Other training that could be an asset to the County. Some examples are, Snow Plow Training, Lift Training, Equipment Training, Job Hazard Assessments, Incident Reporting and Tool Box Meetings.

KEY DUTIES AND RESPONSIBILITIES:

1. Operations Supervision

- a) Works with Administration, Council, Assistant Public Works Director, and the Public Works Director.
- b) Directs the actions of the equipment operators, labourers and fuel truck operators in the Public Works Operations department.
- c) Work with the Assistant Public Works Director on various special projects
- d) Work with the Road Construction Foreman on people and equipment scheduling
- e) Supervises the installation and maintenance of approaches and minor culverts.
- f) Responsible for all signs within Starland County including maintenance and new installations of signs.
- g) Plans and organizes the annual hamlet clean-up days' program.
- h) Supervises the operation and maintenance of various types of equipment such as trucks; half tons up to tandem's, Hiway Tractors, Trailers, Snowplows, Packers,

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Backhoes, Loaders, Excavators, Bobcats and Graders as well as small equipment such as; chainsaws, trash pumps, log splitters, mowers, lift units and hydro vacs in the service of demolitions, minor construction, landscaping and all other public works projects as assigned by the Public Works Supervisor.

- i) Must be able to follow workplace safe work procedures, policies and regulations, and have their subordinates to follow the same.
- j) Assist in the Inspection of roads, bridge structures, culverts and equipment and makes recommendation as to necessary repairs or maintenance.
- k) Makes assignments and inspects the work of subordinates involved in Public Works activities
- l) Organizes and assigns Public Works employees in the event of emergencies such as floods, blizzards and fires.
- m) Investigates complaints regarding department activities.
- n) Reviews & signs time sheets, fills out reports such as Job Hazard Assessments, Tool Box meetings, incidents and Public Works reports.
- o) Maintain courteous relations with the public, other contractors, council members and other co-workers

2. Equipment Operator (Secondary)

- a) Participates in road maintenance operations when required due to employee absence or emergency situations.
- b) Maintains non-gravel surface and oil bound surface roads as directed by the Assistant Public Works Director.
- c) Operate all equipment in a safe and competent manner.
- d) Inspect equipment daily by performing a walk around inspection at the beginning and end of each shift.
- e) Ensure assigned equipment is serviced within the schedule of service.
- f) Replace damaged or missing road signs within the assigned division during periods when road surface maintenance cannot be performed.
- g) Perform periodic road inspection to ensure drainage is functional and ensure all erosion concerns are reported to the supervisor.
- h) Assist in all aspects of Public Works activities when road surface maintenance is not possible or not required. This includes the processing of firewood, which will be used at Starland County recreational areas.
- i) Must have the physical ability to lift 44 pounds (20 kg) and be physically fit enough to assist with changing blades, routine maintenance and other assigned duties.

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- 3. Responsible for keeping the Public Works Yard and buildings organized and functional.**
- 4. All other duties assigned by the Assistant Public Works Director, Public Works Director, and/or the Chief Administrative Officer.**

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of July 2024