



*The Corporation of the Township of Perry*

requires a temporary full-time  
**Working Foreman**  
with Class 'A-Z' Driver's Licence  
for the winter snow operation season

For a complete Job Description visit our web site at  
[www.townshipofperry.ca](http://www.townshipofperry.ca) or contact:

Beth Morton, Clerk/Administrator  
The Township of Perry  
1695 Emsdale Road, Box 70  
Emsdale, ON P0A 1J0  
705-636-5941  
beth.morton@townshipofperry.ca

Resumes may be dropped off at the Municipal Office or will be accepted via email or regular mail until 4:00 pm on Friday, December 1<sup>st</sup>, 2017

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Perry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Human Rights Code. The Township will provide accommodations throughout the recruitment, selection and/or the assessment process to applicants with disabilities.

## **POSITION DESCRIPTION**

<b><u>JOB TITLE:</u></b> Working Foreman	<b><u>REVISION DATE:</u></b> November 2017
<b><u>REPORTS TO:</u></b> Manager of Public Works	<b><u>STATUS:</u></b> Temporary Full-Time (winter snow operation season)
<b><u>DEPARTMENT:</u></b> Public Works	<b><u>TYPE:</u></b> Hourly

### **PURPOSE OF POSITION:**

Under the direction of the Manager of Public Works, the Working Foreman is responsible for providing supervision and direction to Public Works staff while also performing duties as an equipment operator.

### **RESPONSIBILITIES AND DUTIES:**

- I. Overseeing the daily operations of construction and maintenance staff by:
  - Supervising staff in the completion of their duties in an efficient and safe manner;
  - Ensuring operations are in accordance with Provincial Standard Specifications, Ontario Highway Traffic Act, Occupational Health and Safety Act and other applicable legislation.
  - Holding staff accountable for completing their respective duties and adhering to municipal policies and procedures;
  - Acting as a shining example for staff in how to interact with clients;
  - Monitoring weather patterns and completing road patrols to ensure staff are called in and directed where needed;
  - Maintaining accurate records of patrols
  - Supervising staff in completion of CVOR driving logs, hours of service and traffic control plans;
  - Maintaining a current and comprehensive knowledge of services provided by the Township.
  
- II. Performing daily operations, safety and maintenance of roads within the Township limits by:
  - Performing routine inspections and maintenance on heavy machinery of operated equipment including; single and double axel trucks, graders, loaders, and dozers;

- Using equipment as directed to perform road maintenance duties such as plowing, sanding, hauling, culvert replacement, bridge maintenance, ditching and brushing as required;
- Reporting any mechanical or service concerns to Manager of Public Works;
- Ensuring security and safety of public roads in monitoring perimeter of Township for roadway obstructions and operating vehicles and machinery in an alert and cautious manner;
- Ensuring that all culverts and road sides are clear and unobstructed using equipment such as chainsaws and steam jennies;
- Assessing road grades.

III. Performing other associated duties, as required.

### **POSITION SPECIFICATIONS:**

#### **Education**

A Valid Class "A" License with "Z" endorsement is required. Certified Road Supervisor designation considered an asset. Completion of Health and Safety Certification, Surface Miners Course, Nx Burst Certificate, Pits and Quarries Certificate, and Snow Plow and Winter Patroller Training Course, would be an asset.

#### **Experience**

Experience operating and maintaining equipment for a Municipality required. Supervisory experience preferred.

#### **Abilities/skills**

Highly developed interpersonal skills

Advanced written and oral communications skills

Superior problem-solving and critical thinking skills

Highly organized with a proven ability to delegate

Ability to understand technical drawings and specifications

Understanding of applicable standards, especially Occupational Health and Safety Act