



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: MUNICIPAL FOREMAN-FOREWOMAN
Job Code: OPSEU - Technician 1 Construction, 12930
Job ID: 18838

Purpose of Position:

To assist the Senior Municipal F/W in a variety of maintenance and reconstruction projects within Local Roads Boards and Settlers Agreements and to provide supervision and technical leadership to contractors and/or ministry staff. To assist in the provision of contract administration for maintenance and construction projects on unincorporated roads and bridges and during the winter will assist the Senior Municipal F/W, direct winter maintenance operations and administer the winter maintenance contracts on unincorporated roads and bridges

Duties/Responsibilities:

Under the supervision of the Senior Municipal Foreman/Woman, directs, supervises and carries out inspection duties in the day to day activities of Contractors and/or ministry staff and equipment, engaged in maintenance and construction projects such as gravel hauls, ditching operations, culvert installations and repairs, minor bridge repairs, forestry operations and spring drainage operations by performing duties such as:

- Assisting the SMF/W in establishing the contract administration and tendering procedures for projects on unincorporated roads and bridges.
- Inspecting the work location with the supervisor and implementing supervisors instructions as to the work to be carried out, the equipment and staff requirements (to be hired or assigned) Implementing supervisors instructions related to projects, regarding funds allotted, completion dates, and special provisions.
- Ensuring that earth and rock excavations and embankments are properly constructed, that sub-base materials are properly placed and compacted, that clearing and grubbing is carried out within designated areas, and that surplus materials are disposed of all in accordance with Ministry specifications and standards.
- Co-ordinates any survey work according to accepted construction and Ministry practices.
- Directing and scheduling Contractors equipment and staff so that work progress is maintained and that schedules are met.
- Ensuring the suitability of Contractors equipment to perform the work, reporting to supervisor any breakdowns that are creating delays.
- Recording equipment and staff time, material used, maintaining daily operation cost reports, ensuring that all equipment and staff are utilized in the most economical and productive manner.
- Determining if work progression and costs are within allotted funds; advising supervisor if any over expenditure is anticipated.
- Ensuring all work by ministry personnel and contractors is in compliance with provincial statutes and regulations related to safety in the work area such as Occupational Health & Safety Act, Workers Compensation Act, Environmental protocols, Book 7 Ontario Traffic Manual Temporary conditions, WHMIS and all Ministry safety directions and practices.
- Coordinate gradation, moisture and compaction testing to ensure that earth and granular materials used meet Ministry specification.
- Various labour related activities such as installing culverts and using chainsaw.

Assists the Sr. Municipal Foreman/Woman, perform investigative assignments and prepare resource reports on the following:

- Inspecting the condition of bridges, culverts, roads, etc
- Investigating drainage complaints, utility relocations, etc.
- Investigating and solving minor emergencies (i.e. washouts, culvert failures, etc.)

- Arranging for aggregate sources

During the winter months will assist the SMF/W to direct winter maintenance operations and administer the winter maintenance contracts in the unincorporated areas

Knowledge:

- maintenance and construction methods and procedures, and specifications, standards and policies in order to provide supervision and technical leadership to contractors, and ministry casual staff in performing road construction and maintenance work within unincorporated townships by overseeing operations and inspecting work performance for quality and adherence to contract specifications and to advise the Senior Municipal Foreman and Board trustees on needs and possible solutions to road issues.
- contract administration procedures and tendering processes to assist the Senior Municipal Foreman in drafting tender documents and in the administration of various Municipal tenders both summer and winter.
- quality assurance and testing requirements for granular materials, in order to coordinate the quality assurance testing required to ensure that materials delivered to Municipal roads meet MTO specifications.
- soils and drainage requirements for road maintenance and construction to ensure proper use of available materials and to minimize all possible harmful effects of water on the road infrastructure, property and the environment.
- Local Roads Board and/or existing Statue of Labour and/or Settlers Agreements programs in order to carry out road inspections to determine maintenance/construction requirements within the framework of the Ministrys policies and procedures for purchasing and hiring.
- construction and maintenance equipment and their capabilities to properly hire the required equipment to complete the work efficiently and within budget.
- Ministry procedures related to the field administration of construction and maintenance contracts and delivery of Municipal operations while following procedures related to safety (ie. traffic control, construction safety practices, etc), environmental protection and the procurement and arrangement of materials (ie. culverts, gravel, calcium, etc.) in order to provide competent inspection/supervision, and documentation for assigned projects.
- the Local Roads Boards Act, Public Transportation and Highway Improvement Act, Occupational Health and Safety Act, and knowledge of relevant Ministry policies, directives and acts such as WHMIS, OHS, Environmental legislation, etc; to ensure compliance with legislation
- of computers and commonly used software applications: Microsoft Word, Excel, Outlook, Internet Explorer, to prepare the required documents, correspondence, forms, and to access information.

Skills:

- Ability to interpret and apply contract drawings, standards and specifications.
- Ability to complete and maintain various administrative documents.
- Leadership and supervisory skills, in order to supervise contractors and Seasonal ministry staff.
- Analytical and evaluative skills when monitoring, inspecting and evaluating all aspects of the contractors work such as bridge structures, granular resurfacing, ditching and drainage; to make certain all work is carried out in accordance with applicable legislation by referring to and applying various acts; to carry out road inspections to determine maintenance or construction requirements, ensuring appropriate traffic control at work sites and safety precautions.
- Interpersonal and oral communication skills to establish and maintain effective relationships: with contractors staff when discussing on-going work details to ensure work is completed to contract requirements; with Local Road Board trustees, agents of Settlers Agreements, Statute Labour Board commissioners, municipal employees, ministry personnel and external agencies for efficient coordination of activities or information sharing; and with the general public to resolve issues and concerns.
- Writing skills to record various diaries on work activities and material usage, prepare performance reports and documents to provide an accurate and complete record of activities and substantiate appropriate and timely payments to contractors and suppliers.
- Valid Class G Drivers License

Freedom of Action:

- working in accordance with specifications, and guidelines, ministry policies, established practices and procedures and contract documents to ensure quality work.
- making field decisions relating to the acceptance /rejection of work performed or materials used by contractors.
- on site monitoring of material usage and work quality, and checking to ensure equipment conforms to acceptable safety standards.
- informing supervisor when the contractor is not addressing unsatisfactory work performance, or when major design changes are required, or when contract overruns/under-runs are identified and may impact on the budget.

This job description reflects the key responsibilities of the job. Managers have the right to assign additional duties.