

Job Description

Highways Foreman

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Highways Foreman is responsible for the management, administration and delivery of all highways programs and services in order to ensure that residents receive effective and appropriate services.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Executive Administrator, the Highways Foreman will oversee all highways works operations. The Highways Foreman will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

The Highways Foreman must supervise and lead highways staff in an effective and sensitive manner and ensure the level of morale is maintained. Highways services are vital to the safety and health of the community and users of the roads systems. Failure to provide adequate services will jeopardize the safety of highways users.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Manage highways operations

Main Activities

- Perform inspections of highways, bridges and drainage systems
- Supervise the highway maintenance program including snow removal and road maintenance and repair
- Supervise and monitor the dust suppression program and road signs
- Maintain mobile and stationary equipment

2. Supervise highways staff in order to ensure a positive and healthy work environment

Main Activities

- Evaluate, train and develop staff
- Provide leadership, guidance and counseling to staff
- Promote staff morale and workplace safety
- Assign tasks and ensure schedules are maintained
- Adjust tasks to meet staff capabilities
- Provide opportunities for training
- Ensure work place safety is practiced
- Supervise staff and delegate responsibilities

- Take corrective action when required

3. Negotiate and manage highways contracts

Main Activities

- Assist in the preparation of project proposals and tenders
- Assist in the negotiation of project proposals
- Ensure projects are completed as specified in the terms of agreement
- Assist with the preparation and advertising of tender documents
- Review tender awards
- Supervise and evaluate contractors

4. Maintain the general administration of highways operations

Main Activities

- Prepare budgets and financial reports
- Assist with planning
- Establish preventative maintenance schedules
- Prepare plans for short terms projects
- Manage applicable projects
- Keep a daily log
- Prepare activity and work order reports
- Recommend the purchase of goods and equipment
- Maintain inventories
- Provide reports to government agencies, departments and other organizations as required
- Ensure records are maintained

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ highways maintenance and repair
- ✓ basic knowledge of mobile equipment maintenance
- ✓ knowledge of heavy equipment operation
- ✓ applicable bylaws and procedures
- ✓ knowledge of administration, budgets and human resource management
- ✓ knowledge of project management and negotiation

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ human resource management skills
- ✓ client service skills
- ✓ contract management skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the On Tap Program
- ✓ effective public relations and public speaking skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Highways Foreman has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Foreman will have to work in all weather, and must be prepared for both extreme heat and cold. As the Foreman is handling potentially dangerous materials he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Highways Foreman must work outside in all different weather conditions including extreme cold and extreme heat.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Highways Foreman may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Highways Foreman must handle a number of contracts and supervise several staff simultaneously. He/she must also meet tight deadlines

