



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Public Works Foreman Job Description
Policy Number:	900-17

Authority:	Bylaw 9-2020
Council Resolution #	59-2021

Purpose:

To set out duties of the Public Works Foreman as determined in Bylaw 9-2020-Administrative Bylaw

Scope:

Applies to the Public Works Foreman

Definitions:

Act: Shall mean *The Municipalities Act*

Qualifications:

1. Capable of multi-tasking
2. Must have good communication skills with council, staff and rate-payers
3. Organizational and record keeping skills.
4. Ability to work without supervision and with other employees
5. Knowledge of and ability to operate and maintain graders, backhoe and other light, medium and heavy equipment.
6. Experience in road maintenance, preservation and construction.
7. Mechanical skills.
8. The Power Mobile Equipment Training Certification.
9. Must possess a valid Class 5 driver's license; Class 1A would be an asset.
10. Driving record abstract and criminal record check will be required.
11. Previous municipal experience would be an asset.
12. Knowledge of environmental permitting requirements would be an asset.
13. Ability to supervise contractors and several employees
14. Ability enforce and draft safety policies under OH&S guidelines

Policy:

The following has been set out in the Administrative Bylaw 9-2020

1. Establishment of Position

The position of Public Works Foreman is established as follows:

- (a) Council shall by resolution appoint an individual to the position of Public Works Foreman
- (b) Council shall establish the terms and conditions of employment of the Public Works Foreman
- (c) Council is responsible for the hiring, firing and suspension of the Public Works Foreman

2. Duties

- (a) The Municipal Foreman receives directives from Council and works in close cooperation with both Council and the Administrator in support of the public works department within the Municipality.
- (b) Co-ordinate the activities and timetables of the RM's maintenance staff
- (c) Maintain a close liaison with Council and Administration to identify, plan and execute the maintenance requirements and priorities of the Municipality.
- (d) Establish, in consultation with Council, a timetable that provides an appropriate mix of preparation, co-ordination and active participation in the maintenance workload.
- (e) Participate in the preparation of an annual maintenance budget for presentation to Council.
- (f) Assist with the development of reports/charts/tables to track equipment performance and associated operating costs.
- (g) Prepare reports and summaries for presentation to Council as the need arises.
- (h) Attend a portion of monthly meetings of Council to summarize monthly activities and to provide recommendations to Council on maintenance-related matters.
- (i) Verify accounts related to the Maintenance Department.
- (j) Maintain close liaison with Councilors in each division when undertaking any work beyond regular maintenance therein.
- (k) Recommend with regard to equipment purchases and priorities.
- (l) Maintain such wage and equipment costing records as may be prescribed by the Administrator.
- (m) Work to mitigate any potential legislative and or jurisdictional issues.
- (n) Ensure all appropriate permits and approvals are in place prior to commencing any job.
- (o) Co-ordinate and assign work schedules
- (p) Plan present and future operations
- (q) Cover any staffing shortfalls due to illness or holidays.
- (r) Inspect for safety hazards and ensure safe work habits
- (s) Encourage and arrange for staff training and development
- (t) Control work quality and production
- (u) Oversee the activities of contractors
- (v) Participate in the assessment and development of RM roads
- (w) Oversee the operation of the municipal gravel quarries and gravel inventories
- (x) Oversee, schedule and ensure appropriate invoicing of municipal custom work
- (y) Receive and process day-to-day messages/instructions from Council and administrative staff.
- (z) Any work that is outside the scope of 'day-to-day' operations that the foreman does not feel comfortable with or may result in a legal action against the RM must be discussed with the Reeve and or the Council in its entirety at the next regularly scheduled Council meeting.

3. Additional Operational Duties set out by this policy

- (a) Operation of equipment when required.
- (b) Ensure proper maintenance on municipal equipment.
- (c) Certification of operators on power train equipment as required by OH&S
- (d) Responsible to supervise, manage, hire, suspend and terminate all public works employees as set out in Human Resource Policy 100-01

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Public Works Foreman job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.