



COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION

JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
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Public Works Area Foreman	AD Grid 6(i)	45
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NOC CODE: 7302

STANDARD HOURS: 40 hours/week management

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
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Operations Manager	AD Grid 7(k)	252
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DIVISION	DEPARTMENT	LOCATION
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Public Works Building	Public Works	PW/IT
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PROGRAM FUNCTION:

The Public Works Department is responsible for providing municipal services which include, but is not limited to, construction, maintenance and repair of bridges, streets/roads, storm drains/culverts, and Public Works facilities. The Department is also responsible for fleet services, waste management and utilities.

PURPOSE OF JOB:

As part of the Public Works management team, the incumbents are responsible for overseeing all aspects of road construction and maintenance, including: road sign installation/maintenance/ repair/replacement; roadside mowing, brushing, crack filling, hole patching, fencing, dust control, line painting, winter maintenance, blading and road restoration activities; arranging for installation of culverts and driveway accesses; overseeing installation, repair and maintenance of culverts; planning, scheduling and implementing preventive and remedial maintenance operations; supervising staff and contractors; assisting with acquisition of required maintenance and repair materials; ensuring that OH&S standards are met at worksites; carrying out regular and periodic inspections of roads, ditches, culverts; and performing other related duties.

Job Duties and Tasks:

1. Supervise road maintenance
2. Hire and supervise brushing contractors
3. Set up and supervise gravel program

Reviewed Date: June 2014

4. Develop reconstruction program
5. Monitor and setup bridge deck repairs
6. Plan ditch leaning and drainage
7. Respond to ratepayer concerns
8. Evaluate employee performance and recommend appropriate courses of action.
Keep Operations Manager informed of staff issues as needed
9. Hire, develop and manage staff including direct supervision, coordination and scheduling of activities
10. Train or arrange for training of staff
11. Resolve work problems and recommend measures to improve productivity
12. Establish methods to meet work schedules and coordinate work activities with other foremen and sub-foremen
13. Ensure health and safety responsibilities under the County's Health & Safety Program and legislation are being met in areas supervised
14. Participate as a member of the Public Works Management Team
15. Ensure all work-related information is kept confidential as per policy and in accordance with the Freedom of Information and Protection of Privacy Act
16. Comply with records management practices as stated in the Records Management Policy
17. Complete other duties as assigned

QUALIFICATIONS STATEMENT

Education and Experience:

- Grade 12 education, supplemented with five or more years in a municipal public works operation, with some supervisory experience.

Knowledge, Skills and Abilities:

- Road Construction and maintenance;
- Contracting;
- County's Public Works department and programs.
- Ability to operate computer, including MS Office software;
- Ability to communicate tactfully, clearly, and effectively, and exercise mature judgment to deal effectively with customers, ratepayers and other County employees;
- Ability to prioritize own workload and set priorities;
- Ability to maintain a high degree of accuracy and consistency when performing duties;
- Ability to maintain confidentiality pursuant to FOIP and County policy;
- Ability to effectively participate as part of the Public Works management team;
- Ability to establish and maintain working relationships with a variety of individuals or groups;
- Ability to address external deadlines and time pressures;
- High degree of discretion, sound judgment and professionalism;
- Good written, organizational and time management skills;
- Ability to supervise staff in accordance with the County's performance management policies;
- Ability to operate various types of heavy equipment.

Core Competencies:

- Teamwork
- Customer Focus
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping

Training Matrix:

- National Advanced Certificate in Local Authority Admin (NACLAA) Level 1 (Local Government, Local Government Finance, Municipal Law I, Organizational Behavior, Public Administration Professionalism plus 3 electives) (preferred)
- Disability Management/Return to Work seminar (WCB)
- Essential Skills for Supervisors Certificate (9 modules including managing time, leadership, supervision, communication, working together, performance management, intervention, resolving conflict, staying positive) or equivalent
- Leadership for Safety Excellence (4 modules – Supervisor's Role, Hazard Assessment, Inspections, Investigations)
- Prime Contractor
- Workplace Violence Prevention
- First Aid including AED
- Flagsperson
- Musculoskeletal Injury Prevention – Physically Demanding
- Working Alone

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date