



## RURAL MUNICIPALITY OF ROSEDALE

### Public Works Foreman

The Rural Municipality of Rosedale is seeking a highly motivated individual with excellent leadership skills for the position of Public Works Foreman. This position is responsible for the provision of services and active management of the Public Works, along with assisting the Cemetery and Water Treatment Operations departments.

The Public Works Foreman is required to be proficiently knowledgeable with construction of roads, drains, bridges and/or culvert installations as well as operation, diagnosis and repair of heavy equipment.

The Public Works Foreman is responsible for the provision of services and management of:

- Public Works Shop

As well as assisting with:

- Water Treatment Facilities
- Cemetery Operations

Further, this position ensures implementation and adherence to all applicable policies, bylaws and programs and shall perform duties and exercise powers and functions as assigned.

#### **FUNCTION:**

Under the direction of the CAO, the Public Works Foreman (PWF) will oversee and hold responsibility for the supervision of the Public Works staff as well as assist with Cemetery and Water Treatment Operations and contracted workers in the performance of their duties in accordance with objectives, policies, and plans approved by Council, as well as relevant legislation.

The PWF must supervise and lead municipal staff in an effective and sensitive manner; thus supporting and providing a foundation of respect amongst all municipal staff members, in order to nurture and promote positive staff interaction and increase moral.

The PWF shall respond to concerns and complaints of residents in a positive and courteous manner as required.

The PWF will also assist with Emergency Measure Organization, Asset Management and various other committees of Council by organizing, researching and providing information and quotations for purchases of large maintenance items and capital purchases when needed.

## **RESPONSIBILITY:**

To manage and give general and specific supervision and direction, and exercise over-all responsibility for the operations and staff of:

- Public works for the provision of municipal services respective of transportation, including maintaining and building roads, streets, bridges, drainage, signage, etc. vehicles and equipment maintenance
  - Cemetery operations including seasonal maintenance and/or operations
  - Water Treatment Utility operations on an as needed basis
1. Provide supervision, leadership and guidance to applicable staff
  2. Ensure employees daily timesheets are filled out accurately
  3. Coordinate prompt and efficient handling of all requests, inquiries, or complaints received from the public.
  4. Provide information for billing of customer work or sale of goods or services to the municipal office regularly.
  5. Order all necessary inventory including but not limited to, Fuel, Culverts/Couplers and Gravel as per the municipality's Tendering and Procurement Policy
  6. Manage and report shop inventory to CAO.
  7. Ensure all required utility locates are completed prior to work starting and within timeframes specified on such locates, including but not limited to gas, telephone, hydro, cable, and water and sewer lines.
  8. Operate the Water/Wastewater and Road Maintenance Equipment when shortage of staff or emergency situations occur.
  9. Ensure any residents and businesses affected by utility outages or interrupted services have proper advance notification with an anticipated length of interruption.
  10. Meet with landowners and Water Stewardship regarding drainage requirements and prepare drainage license applications.
  11. Prepare gravel maps and ensure delivery of gravel is accurate and applied in a timely manner.
  12. Assist with the organization and distribution of annual Dust Control application.
  13. Organize and assist with suggested seasonal Weed Spraying and Weed Control sites.
  14. Oversee the Emergency Measures Operations Team.
  15. Develop, oversee and maintain a GIS system for the RM of Rosedale.

16. Participate in professional training and development opportunities as directed by CAO.
17. Continually participate in the research and investigation of opportunities to augment municipal services through partnerships with municipal, provincial and federal levels of government.
18. Ensure operational effectiveness for each municipal department and identify, mitigate and seek corrective action for items and activities that pose the potential for risk or liability.
19. Ensure all current Workplace Safety and Health practices and Procedure Manuals are implemented, up to date and are followed.
20. Advise and/or implement training of staff and develop a system to measure and conduct performance reviews as required.
21. Provide reports, advice, and recommendations for their area of responsibility from which council will formulate its decisions.
22. Report any problems or questions relevant to operations within designated ward verbally and/or by attending regular meetings of Council, committees, and such other meetings as directed by the CAO, Council or designate as required
23. Assist in the preparation of the Municipal Budget by recommendation of specifications for various public works projects including a short and long-term plan for the development, operation and maintenance of municipal services by working closely with the CAO and Council.
24. Report to the CAO on any expenditures of the respective departments to ensure that such expenditures are authorized within the Financial Plan and approved by Council.
25. Assist with the calling of tenders and quotations for the supply of materials, equipment, services, or construction requirements as approved or authorized through the annual budgeting process as needed.
26. Coordinate and assume responsibility for the receiving of general and major capital items for the respective departments ensuring delivery deadlines are met and projects are completed within given timeframes.
27. Other duties as assigned.

### **AUTHORITY:**

In assuming the aforementioned responsibilities, the following authority is granted by the Council of the Rural Municipality of Rosedale to the Public Works Foreman insofar as the Department of Public Works:

1. To exercise direction and guidance over, and assume responsibility for all full-time, part-time, and seasonal public works employees ensuring:
  - Employees are given direction and supervision
  - Public Works staff/employees report directly to the Public Works Foreman
  - Supervision of Contract Work as needed

2. To delegate/assign tasks, duties and responsibilities to individuals by scheduling general road maintenance, routine repairs and construction within the Municipality that are consistent with those prescribed by Council in any by-law, policy or procedure respecting such employees.
3. To recommend the promotion, demotion, corrective action or dismissal of employees of the respective departments of the Municipality to the CAO.
4. In cooperation with the CAO; engage employees for the administration of its activities and departments, provided that all full time positions are in accordance with the compliment of positions and salary levels previously authorized by Council as required.
5. With the approval of the CAO and through established and practiced employment guidelines and the current Collective Agreements; shall be responsible for the suggestion of positions up to level of Public Works Foreman when vacant. Government grant employees shall be employed under the conditions of the specific programs.

*Note: The duties and responsibilities listed are not set forth for the purpose of limiting the assignment of work. They are not construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.*

## **QUALIFICATIONS & EXPERIENCE**

The incumbent must have proficient qualifications in the following areas:

- Grade 12, GED or Mature High School Diploma,
- Experience in progressive management and supervision of staff (3 permanent employees)
- Experience operating, maintaining, and repair of maintenance equipment such as (motor graders, trucks, trailers, tractors, riding mowers, small engines)
- Proficient in Microsoft Office Suite, e-mail and internet with the ability to learn new technology
- Must hold a current Class 5 driver's license (class 1 preferred)
- Experience with Client Service and Public Relations
- Experience in the preparation of and adherence to budgeting processes
- Understanding of and experience using GIS systems and GPS equipment and programs
- Physically capable to perform duties as assigned

Preference will be given to those candidates that possess the following:

- Minimum 3-5 years Management Experience (Municipal Environment)
- Post-secondary education in civil engineering or business management desired, or equivalent combination of education/experience in a related field is a definite asset
- Class 1 Drivers License
- Water Treatment 1 Certification
- Knowledge in predictive maintenance programs and conditions monitoring Asset Management programs is desirable
- Additional training or safety certificates (such as COR Certification) would be an asset

### **SKILLS AND ABILITIES**

The incumbent must demonstrate the following skills:

- Team leadership and management
- Conflict Resolution
- Understand processes of Road Maintenance & Repair
- Inspection procedures
- Contract management
- Analytical and problem solving
- Decision making
- Negotiation
- Literacy skills, including the ability to read and interpret manuals
- Effective oral, listening and written communication
- Computer and communication skills including Microsoft Office and GPS systems, and the ability to prepare memos and reports, read, interpret and update manuals
- Working knowledge or training in reading and understanding Blue Prints
- Ability to manage stress
- Time management and prioritization

The incumbent must also demonstrate the ability to:

- Provide training, guidance, and direction
- Maintain standards of conduct
- Work independently with minimal direction
- Inspect and ensure proper construction standards are being abided by in the Municipality of Rosedale
- Establish a Respectful Work Place for all employees
- Maintain confidentiality in the workplace
- Solve problems and make sound decisions
- Be flexible
- Demonstrate dedication to the position and the community
- Demonstrate sound work ethics and lead by example

- Be consistent and fair
- Understand and follow oral and written instructions, maps, manuals and procedures
- Perform duties and act in appropriate manner while under the employment of the municipal authority of the RM of Rosedale

## **WORKING CONDITIONS**

The Public Works will perform the majority of their duties from an office location in the Rural Municipality of Rosedale however, in order to provide effective management and supervision of the Departments of Public Works, it will be necessary for the Foreman to attend various buildings and locations within the Municipality to achieve municipal service objectives. Such site or location visits may expose the Public Works Foreman to risks associated with weather conditions, equipment, chemicals, etc. Therefore, adherence to safety protocol will be necessary for the responsible protection of self and others.

The Public Works Department operates 40 hours per week November 1 – March 31 and 50 hours per week April 1 – October 31.

The Public Works Foreman is expected to maintain a schedule of operations based on seasonal requirements. Emergent situations may result in increased stress to complete tasks in a limited time. The Public Works Foreman must be sensitive to the objectives of council and the culture of employees and residents of the Rural Municipality of Rosedale.

Expected start date is April 2019. The Rosedale Municipal Office must receive written application and a detailed resume including three references no later than 4:00 noon on Monday, April 8, 2019 by mail, fax or email to:

**Rural Municipality of Rosedale**  
**Attn: Kara Sylvester, CAO**  
**Box 100**  
**Neepawa, MB R0J 1H0**  
**Phone: 204-476-5414**  
**Fax: 204-476-5431**  
**Email: [rosedalecao@mts.net](mailto:rosedalecao@mts.net)**  
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