



TOWNSHIP OF MELANCTHON JOB DESCRIPTION ROADS FOREPERSON

Position Summary

Under the direction of the Public Works Superintendent, the Roads Foreperson is responsible for supporting the daily operations and maintenance activities of the Roads Department. This position provides on-site supervision to roads staff and assists with work scheduling, ensuring that equipment is operated safely, and work is completed efficiently and in accordance with standards. The role involves a 42.5-hour work week, with additional on-call availability on weekends and holidays. The position requires physical endurance and the ability to work in extreme weather conditions.

Required Skills and Qualifications

- Valid DZ driver's licence (AZ preferred) with a clean driving record.
 - High school diploma; Heavy Equipment Training or equivalent experience preferred.
 - Minimum 5 year experience preferred in operating graders, tandem trucks, and snowplows in adverse winter conditions.
 - Knowledge of road maintenance equipment, tools, and occupational health and safety procedures.
 - Working knowledge of Ontario Regulation 239/02- Minimum Maintenance Standards for Municipal Highways.
 - Proficient in the use of computers and common office software (Microsoft Word and Excel).
 - Physical capability to climb in and out of heavy vehicles and lift up to 100 pounds.
 - Strong decision-making and problem-solving skills, especially under pressure.
 - Proven leadership and team management skills.
 - Ability to prioritize tasks in changing weather conditions.
 - Excellent communication and interpersonal skills; capable of working with staff, contractors, engineers, suppliers, and the public.
 - Ability to manage competing deadlines and interruptions.
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Key Responsibilities

- Conducts supervisory activities including scheduling and directing day-to-day activities of the public works department to ensure the efficient deployment of personnel and equipment and information gathering for staff reports.
 - Motivate and coach staff, and address performance issues as necessary.
 - Supervise and direct road staff and contractors on-site to ensure quality work and safety compliance.
 - Monitor and document road patrols to ensure compliance with regulatory requirements.
 - Support preparation of the department's annual budget.
 - Manage and issue permits, including tenders, entrance permits, road occupancy, and road crossing permits.
 - Ensure completion of projects on time, within budget, and to appropriate standards.
 - Respond to public inquiries and complaints, providing recommendations as needed.
 - Coordinate emergency response to incidents such as severe weather, road closures, and accidents.
 - Organize gravel road spreading operations and schedule calcium applications.
 - Maintain flexibility to work weekends and holidays as required on an on-call basis.
 - Perform hands-on road maintenance tasks when required as outlined below.
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Operational Duties

Spring, Summer, and Fall

- Mow grass, trim weeds, and maintain grounds at municipal properties (Municipal Office, PW Yard, community halls, parks, and cemeteries).
- Install and repair traffic and road signs.
- Conduct ditching, culvert installation and cleaning, and address drainage issues.
- Trim and remove trees and branches as necessary.
- Grade and water municipal roads.
- Haul gravel and perform road patching.
- Collect roadside and recreational area litter.

Winter

- Plow snow and manage snowbanks along Township roads.
- Sand, salt, and ice-blade roads.
- Replace cutting edges on plows and wings.

Vehicle and Equipment Maintenance

- Conduct pre-operation checks, including fuel, oil, coolant, and safety equipment.
- Perform basic vehicle and equipment maintenance and minor repairs.
- Wash vehicles and maintain tools and equipment in clean, functional condition.

Other Duties

- Keep shop and work areas clean and organized.
 - Use hand and power tools (e.g., chainsaw, torch, shovel, rake).
 - Climb ladders and maintain municipal sign inventory and storage.
 - Perform welding, painting, and cleaning as needed.
 - Other duties as assigned by the Public Works Superintendent.
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Horning's Mills Community Hall Responsibilities

- Conduct regular inspections and minor repairs of building systems (plumbing, electrical, HVAC, roofing, etc.).
 - Maintain the grounds, including lawn care and snow removal.
 - Clear snow and ice from emergency exits, sidewalks, and parking areas, prioritizing event days.
 - Weekly garbage and recycling collection (Tuesdays if Monday is a statutory holiday).
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Working Conditions

- Regular exposure to various weather conditions, including extreme heat, cold, humidity, rain, snowstorms, ice, and fog.
- Physically demanding work, often performed outdoors and in potentially hazardous environments.