



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: FOREMAN (Roads Operations) **SCHEDULE:** A

DIVISION: ROADS & FLEET

DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

Reporting to the Roads Operations Supervisor, the incumbent provides leadership to operational staff engaged in Streets Operations activities. The position is responsible for assigning, supervising and evaluating the work of several groups of skilled workers, equipment and vehicle operators and labourers, engaged in fairly complex construction and maintenance tasks. The incumbent is responsible for coordinating projects with other City divisions and proactively contributing to the division's short term and long range plans. Considerable independence and judgement are required in dealing with workplace problems and issues. This is a working Foreman's position, and the incumbent is expected to perform physical activities on a regular basis. Performs related duties as required.

MAJOR RESPONSIBILITIES:

Under general supervision of the Roads Operations Supervisor:

Supervises the work of divisional staff by:

- coordinating, assigning, directing and inspecting work;
- monitoring work flow and setting priorities;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations;
- assisting with hiring, performance planning and reviews, and disciplinary programs;
- orienting, training, coaching and providing leadership to staff; and
- reporting problems of a disciplinary nature and initiating action to resolve them.

Engages in planning activities by:

- scheduling work on a daily, weekly, monthly and annual basis;
- setting up and monitoring maintenance programs and schedules;
- working in conjunction with the supervisor to develop and implement short-range and long-term priorities;
- planning and coordinating equipment needs for the area;
- preparing, submitting and implementing a variety of work plans;
- providing input from an operational perspective on policies and procedures; and
- developing recommendations for improved customer service and work efficiencies.

Performs administrative functions by:

- assisting with budget development and ongoing maintenance of the annual operating and capital budgets, including providing information and reports as requested;
- reviewing and approving staff timesheets;
- preparing a variety of reports concerning operational activities;
- assists with the preparation and administration of tenders, RFP's and other contracts;
- requisitions materials and supplies and monitors same by divisional staff;
- responding to a wide variety of customer inquiries and requests with courtesy and tact; and
- creating, preparing, updating and maintaining computer-based spreadsheets, work orders maintenance data, reports and related documents.

As required, performs physical labour. Other related duties.

QUALIFICATIONS:

Education: Grade 12. Completion of the “*Management Skills for Supervisors*” training program or equivalent leadership program.

Experience: Minimum five years of experience with work directly related to streets operations. Working experience with budget preparation, project coordination and planning activities. Four years of supervisory experience in a unionized environment.

Knowledge and Skills: Considerable knowledge of the theory, practices, methods, equipment and tools utilized in Streets Operations. Skill in the care and use of the equipment and tools applicable to the Division. Ability to lead, train, supervise, and evaluate staff. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Exceptional ability to self-motivate and function with a minimum of direction. Sound judgement and decision making abilities. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to estimate the time, equipment, materials and personnel needed to complete specific tasks and projects. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Strong organizational and time management skills. Ability to foster and maintain positive, cooperative working relationships with other City employees. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Ability to facilitate problem resolution. Excellent interpersonal skills dealing with internal customers, contractors, suppliers and the public. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Excellent verbal and written communication skills. Ability to work from written orders, blueprints, sketches, grade sheets and oral instructions. Sufficient physical strength and stamina to perform the required duties. Demonstrated competence in operating a computer in a Windows-based environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes – Valid BC driver's license, Class 5
Vehicle Usage:	Yes – City owned vehicles
Police Information Check:	Must be able to obtain and maintain a clear Police Information Check for offences related to the position.
Baseline Hearing Test:	Yes

Prepared by: Ed Shearer, Sandra Caffrey

Date prepared: July 2008

Date revised:

Revised by: