



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1025

CATEGORY: Management & Organizational Functions

ROLE OF THE PUBLIC WORKS MAINTENANCE FOREMAN

General

The Public Works Maintenance Foreman will report to the Director of Infrastructure Services. The Maintenance Foreman is responsible for the day to day maintenance of County roadways. The Maintenance Foreman is responsible for supervision, planning, coordinating and organizing road maintenance functions including the gravel program, regular maintenance grader operations and contract grader operations, winter snowplowing, sanding operations, culvert repair, signage, and should be familiar with heavy equipment operations. Responsibilities will also include assisting with records management, budget control, and contract supervision as required.

Under the general direction of the Director of Infrastructure Services, the Maintenance Foreman duties are as follows:

A. Transportation (Public Works)

- Supervising and acting as first contact to and provide in-service training to grader operators, truck drivers, and supervise maintenance employees, utilizing large equipment such as graders, backhoes, packers, hoist truck etc.
- Organizing and directing of maintenance crew so results meet required standards and specifications.
- Supervising maintenance crew regarding maintenance of all constructed roads in the County.
- Establishing work priorities for the maintenance crew within the confines of each individual project.
- Preparing cost estimates for grader beats, salt quantities, gravel quantities, etc. for each season of the year as required.
- Completing recording of job quantities, costs and other particulars related to maintenance, as well as compilation and verification of all pay quantities including equipment payments, materials, invoices etc.
- Maintenance investigating and reporting.
- Reviewing maintenance program on a monthly basis with the Director of Infrastructure Services.
- In consultation with the local Councillor and grader operator, establishing priorities for gravelling and maintenance of new and existing roads.
- Maintaining a daily diary outlining all activities performed and all abnormal conditions encountered as well as customer requests and complaints.

Effective

Policy Date: 96/09/10

Reference: P#11348, Res. #02-340

Revision: Res. #06-460



MUNICIPAL POLICY MANUAL

Code Number: 1025

Category: Management &
Organizational Functions

Page: 2

Role of the Public Works Maintenance Foreman (Continued . . .)

B. Contracts

- Assisting the preparation of contract packages with specification of maintenance projects for tendering to bidders.
- Reviewing contracts with hired contractors to make sure they understand requirements and Occupational Health and Safety regulations are adhered to.
- In consultation with Director of Infrastructure Services, will hire small contractors and supervise small contractors for the purpose of maintenance and gravelling.
- Hiring and supervising private equipment.

C. Safety

- Ensuring safe working practices are observed at all times.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, all Occupational Health & Safety related injuries or property damage regardless of severity.
- Reporting to all work situations which are suspected of being unhealthy or unsafe.
- Reporting to the Supervisor of Safety & Municipal Utilities Services any employee, whose on-the-job performance or actions contravenes established safety procedures or work practices.
- Conduct investigations and submit reports on accidents and other hazardous conditions discovered in the County road network and promptly attend to all hazardous situations.

D. Financial

- Ensuring all invoices or purchases are authorized and coded to the proper account code.
- Assisting in the preparation of the maintenance portion of the Road Construction and Maintenance Budget of the County and ensuring that all expenditures are allowed for in the budget.
- Approving daily time sheets of equipment operators, seasonal staff, and contractors.
- To review, in conjunction with the Public Works Shop Foreman, the status of each item of County owned equipment, and to make recommendations to County Council regarding repair, replacement, and purchases of equipment used by the public works department as required or on an annual basis.

E. Other

- Maintain courteous business-like relations with the public, contractors, Council Members and co-workers.
- To perform other duties as assigned.

Effective

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