



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 1031

**CATEGORY:** Management & Organizational Functions

### **ROLE OF THE SPECIAL PROJECTS FOREMAN**

Under the Administrative direction of the Director of Infrastructure Services the Special Projects Foreman will be responsible for the supervision, estimation, planning, coordinating and organizing of any County maintenance & construction special projects relating to the Transportation & Utilities areas of the County.

Under the general direction of the Director of Infrastructure Services, the responsibilities of the Special Projects Foreman will include the following:

#### **A. TRANSPORTATION: (Public Works)**

##### **General Duties**

- Providing leadership through supervision, direction and scheduling of workers/crews assigned to him to meet the workload and safety requirements.
- To provide timely and effective communications to meet work unit budgets, meet critical deadlines, and respond to short-term needs in the County.
- To assist in the development of strong work units through mentoring, training, coaching and guiding.
- To train staff in day to day monitoring, maintaining and servicing of equipment to ensure that operation standards are met
- Responding promptly to internal and external inquiries through timely communication with the Director of Infrastructure Services, while maintaining a professional County image.
- Knowledge of equipment operations and training workers/crews in the safe operation of half-ton and three-ton trucks, water trucks, tractor, mowers, brush chippers and chainsaws in a safe and efficient manner.
- Completing recording of job quantities, costs and other particulars related to the special projects, as well as compilation and verification of all pay quantities including equipment payments, materials, invoice etc.
- Reviewing special projects on a regular basis with the Director of Infrastructure Services.
- Maintaining a daily diary outlining all activities performed and all abnormal conditions encountered as well as customer requests and complaints.
- To ensure that all easements, agreements, utility line moves, and other preparatory requirements are in place prior to commencing a special project.

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Effective

Policy Date: 02/02/19

Reference: Res # 02-072

Revision: Res. #06-460

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### Role Description – Special Projects Foreman (Continued . . .)

- Reviewing Special Projects with hired contractors to make sure they understand requirements and that Occupational Health and Safety regulations are adhered to.
- In consultation with the Director of Infrastructure Services, will hire and supervise private contractors/equipment when County equipment is unavailable for the purpose of any special project.

#### B. 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 its severity.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, 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.
- Submit reports on accidents and other hazardous conditions discovered in the County and promptly attend to all hazardous situations.

#### C. FINANCIAL:

- Ensuring all invoices on purchases are authorized and coded to the proper account code.
- Approving daily time sheets of equipment operators, seasonal staff, and contractors.

#### D. OTHERS:

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

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