



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1035

CATEGORY: Management & Organizational Functions

ROLE OF THE PUBLIC WORKS SHOP FOREMAN

Under the Administrative direction of the Director of Infrastructure Services, the Public Works Shop Foreman is responsible for the overall operation of the County Shop as well as the overall maintenance and mechanical repair of all County equipment and vehicles.

Under the general direction of the Director of Infrastructure Services, the Public Works Shop Foreman is responsible for the following:

A. Transportation (Public Works)

- Supervising and acting as first contact to and provide in-service training to shop personnel and to supervise other employees assigned to assist in the shop.
- Supervising and directing shop personnel regarding maintenance and mechanical repair of all County equipment and vehicles.
- Establishing work priorities for the shop personnel within the confines of each mechanical repair or individual projects.
- Preparing cost estimates for maintenance and mechanical repair for County equipment and vehicles as required.
- Completing recording of work orders and other particulars related to maintenance and mechanical repair of equipment and vehicles, as well as compilation and verification of all pay quantities including purchase orders, materials, invoices etc.
- Reviewing County equipment/vehicle maintenance and mechanical repair on a monthly basis with the Director of Infrastructure Services.
- Supervising the partsman in the controlling of inventory.
- Supervising and training work experience students as required through programs in connection with the high school.
- Dispatches shop personnel for field mechanical repairs and/or maintenance on equipment and vehicles.
- Is a working foreman in both the Public Works shop and in the field in respect to equipment/vehicle maintenance and mechanical repair.
- To assist with Administrative support in preparation of Agendas and Minutes for Public Works Shop Committee Meetings.

B. Safety

- Ensuring safe working practices and a clean and safe working area are observed at all times.
- Reporting to the Director of Safety & Municipal Utilities Services, all Occupational Health & Safety related injuries, property damage, or equipment abuse regardless of severity.

Effective

Policy Date: 02/02/19

Reference: Res. #02-071

Revision: Res. #06-460



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

- Reporting to the County Manager or Director of Infrastructure Services, all work situations which are suspected of being unhealthy or unsafe.
- Reporting to the Director 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 shop and promptly attend to all hazardous situations.

C. Financial

- Authorizes purchase orders and purchasing of equipment and/or vehicle parts required for mechanical repairs as indicated in County Policy.
- Ensuring all invoices on purchases are authorized and coded to the proper account code.
- Assisting in the preparation of the equipment/vehicle maintenance and capital expenditure portions of the Common Services Budget of the County and ensuring that all expenditures are allowed for in the budget.
- Approving daily time sheets of shop personnel.
- To review, in conjunction with the Director of Infrastructure Services, the status of each item of County owned equipment/vehicles, and to make recommendations to County Council regarding repair, replacement, and purchases of equipment/vehicles used by the public works department as required or on an annual basis.

D. Other

- Maintain courteous business-like relations with the public, contractors, Council Members and co-workers.
- Participate in ongoing professional development training opportunities.
- Shall work in a cooperative manner with other members of the County of Athabasca Management Team.
- To attend and to provide administrative support for Public Works Shop Committee meetings.
- To perform other duties as assigned.

Effective

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