



**Job Title:** Working Road Foreman

**Department:** Public Works

**Reports To:** Municipal Administrator

**Location:** Township of Joly, Ontario

**Employment Type:** Full-Time, Permanent

**Salary Range:** \$30-\$35.00 Based on experience and qualifications, as per municipal pay scale

**Hours of Work:** 40 hours/week (Monday–Friday), with flexibility for emergency and seasonal work (overtime as required)

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### **Job Summary:**

The **Working Road Foreman** is responsible for overseeing and participating in the day-to-day operations and maintenance of the Township of Joly's Public Works Department consisting of roads, infrastructure, and municipal properties. The Foreman is responsible for the management, administration, and delivery of all municipal works programs and services to ensure that residents receive effective and appropriate services. This position acts as the emergency contact person for the Roads Department. This position requires flexibility which may require adjusting schedules to work nights, weekends, and holidays as needed.

This is a working supervisory position that requires strong leadership skills, hands-on work, equipment operation, and maintenance knowledge. The Foreman ensures that all work is carried out safely, efficiently, and in compliance with municipal, provincial, and federal standards, Council direction and within approved budget constraints. The foreman will conduct roads business with ratepayers. The foreman will be prepared to complete other duties as assigned for the betterment of the Township of Joly.

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### **Key Responsibilities:**

#### **Supervisory Duties:**

**Supervising Roads department staff to ensure a positive and safe work environment by:**

- Supervise and coordinate the work of Roads Department staff, contractors, and seasonal employees, including but not limited to; interviewing, carrying out performance appraisals, directing the training and development of staff in conjunction with the Municipal Administrator.
- Trains staff for proper procedures and safety compliance, and ensures staff have and use appropriate PPE.
- Assign daily tasks and ensure efficient scheduling of staff, equipment, and materials.
- Provide training and guidance to staff on safety procedures, equipment operation, and work methods.
- Maintain records of work performed, materials used, and staff hours for reporting purposes.
- Communicate regularly with the Municipal Administrator/Clerk to report on operations, challenges, and project progress.
- Defining goals/standards for employees consistent with goals/standards of the Township and following up to ensure goals/standards are reached.
- Providing consistent instruction and discipline to all Road Department staff.
- Respond to public inquiries and complaints in a courteous and professional manner.
- Other duties as assigned by the Municipal Administrator for the betterment of the Township.

### **Operational and Maintenance Duties**

#### **Managing Roads and Related Infrastructure by:**

- Operate and maintain heavy equipment including graders, backhoes, loaders, plow trucks, Thomson Steamer and other road maintenance machinery.
- Ensuring that fleet management program minimizes breakdowns and safety hazards and is compliant with CVOR regulations and municipal policies.
- Perform seasonal road maintenance including plowing, sanding/salting, grading, ditching, and brushing.
- Inspect and repair municipal roads, bridges, culverts, signage.
- Conduct regular patrols and respond to emergencies such as flooding, fallen trees, washouts, or snowstorms.
- Maintain Township facilities, including the garage, yard, equipment, and local parks.
- Liaising with outside agencies Bell, Hydro, MTO, Dry Hydrant Inspectors, etc.
- Ensuring that there is proper documentation of all activities.
- Managing maintenance and repairs to municipal facilities and equipment within approved budget framework.
- Performing inspections of roads, bridges, and drainage systems.
- Supervising road maintenance including winter operation plans, sweeping and general repair.
- May be required from time to time to collaborate with neighbouring municipalities and will conduct themselves in a professional manner.

- Other duties as assigned by the Municipal Administrator for the betterment of the Township.

### **Administrative Duties:**

Acting as principal advisor to Council on all public works services by:

- Recommending annual departmental operating and capital budgets in conjunction with Municipal Administrator and Treasurer, Assessment Management Plan and 5 year Roads Plan.
- Planning budgets, managing and controlling approved fiscal allocation, within an asset management structure.
- Coordinating and working with vendors for products and complete accounts payable invoices for Treasury department while tracking expenditures for quarterly budget and year end reports.
- Plan, supervise, and coordinate daily road department operations and projects. This position requires the ability to operate most township equipment and perform the same jobs as other roads department employees when necessary.
- Recommending purchases and rentals of fleet equipment; complies with purchasing policies and tender procedures.
- Providing information on service standards, costs, and the availability of provincial grants.
- Providing reports on potential issues and recommended solutions and general progress and budget reports.
- Liaising with provincial ministries and agencies to keep abreast of trends and legislative requirements and ensuring compliance.
- Attend Council meetings and other meetings as requested.
- Prepare and submit maintenance logs, equipment inspections, and road patrol reports.
- Assist in preparing cost estimates and recommendations for the annual Roads Department budget.
- Maintain inventory of tools, materials, and equipment; order supplies as required.
- Ensure all work complies with Ontario traffic control and health and safety regulations.
- Ensuring roads network is Minimum Maintenance Standards (MMS) compliant.
- Responding to inquiries and complaints from the public; conducts investigations, documents findings, and explains situations in a truthful manner in understandable terms.
- Oversee the performance of roads related contracts and agreements and ensures contractual obligations are fulfilled in a satisfactory manner, reporting any shortfalls or discrepancies.
- Working with engineers on required projects to ensure the Township needs and requirements are met, supplying local knowledge.
- Determining and implementing the requirements and documents necessary for applying and renewing CVOR Operational Plan and other MTO Licenses.

- Assist in drafting municipal policies/procedures/ workplace SOPs and Operational Plans for Roads Department in conjunction with the Municipal Administrator.
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## **Qualifications and Requirements:**

### **Education and Experience:**

- High School Diploma or equivalent required.
- Minimum four years related municipal experience with municipal public works in a management role.
- Experience operating and maintaining heavy equipment essential.
- Working knowledge of the Ontario Traffic Manual (Book 7).

### **Licenses and Certifications:**

- Valid Ontario AZ Driver's Licence.
- Certified Road Supervisor (CRS) designation through the Association of Ontario Road Supervisors (or willingness to obtain).
- Valid WHMIS, Working at Heights, Chainsaw Safety, and Traffic Control certification (or ability to obtain).
- Clean driver's abstract, criminal background check and general CVOR driver's abstract

### **Skills and Competencies:**

- Strong mechanical aptitude and knowledge of road construction and maintenance practices.
  - Proven leadership, advanced communication, effective time management, and organizational skills.
  - Ability to work independently and make decisions under pressure.
  - Proficient in record-keeping and basic computer use (Microsoft Office, Outlook emails, excel, digital maps).
  - Supervisor problem-solving and critical thinking skills.
  - Demonstrated leadership experience to motivate teams to achieve objectives as well as ability to handle sensitive situations with tact and sound judgement.
  - Highly organized with proven ability to delegate.
  - Ability to understand technical drawings and specifications.
  - Understanding of applicable standards, health and safety, and Minimum Maintenance Standards.
  - Proficiency with computer software and smartphone.
  - Ability to carry out CGIS mapping/locating.
  - Capable of conducting traffic counts.
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**Working Conditions:**

- Work is performed outdoors in all weather conditions and includes exposure to dust, noise, and traffic hazards.
  - On-call availability required for emergency situations, especially during winter months.
  - Physical requirements include lifting, bending, operating equipment, and working long hours as necessary.
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**Benefits:**

- Competitive salary based on experience.
  - Health and dental benefits package.
  - OMERS pension plan participation.
  - Paid vacation and sick time in accordance with Township policy.
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**Application Process:**

Interested applicants should submit a resume and cover letter outlining relevant experience and qualifications to:

**Municipal Administrator/Clerk**

Township of Joly

[municipal.admin@townshipofjoly.com](mailto:municipal.admin@townshipofjoly.com)

*Applications will be accepted until the position is filled.*

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**The Township of Joly is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. We thank all applicants for their interest, but only those selected for an interview will be contacted.**