

# JOIN OUR TEAM!



## THE ROLE

### Sub-Foreperson, Roads

This is a permanent full-time role at the County, with an hourly compensation range of \$29.708-\$34.391.

## THE OPPORTUNITY

As the Sub-Foreperson, you'll lead by example in scheduling, organizing, directing, and actively participating in daily operations.

Your role extends to providing clear work direction to Roads staff, ensuring tasks align with the County policies and standards.

In addition, you will take charge during winter operations, with a focus on maintaining safe and well-kept roads across the County.

## THE PERKS

- Defined Benefit Pension
- Perks & Discounts
- Unionized
- Free Parking
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- EFAP Program
- Defined Benefit Pension



- Highschool Grade 12 Graduation
- Additional programs, relative to the area of responsibility



- Over 2 years and including 3 years of current related experience.



- Interpersonal Communication
- Collaborative Skills
- Resilience

## THE COUNTY

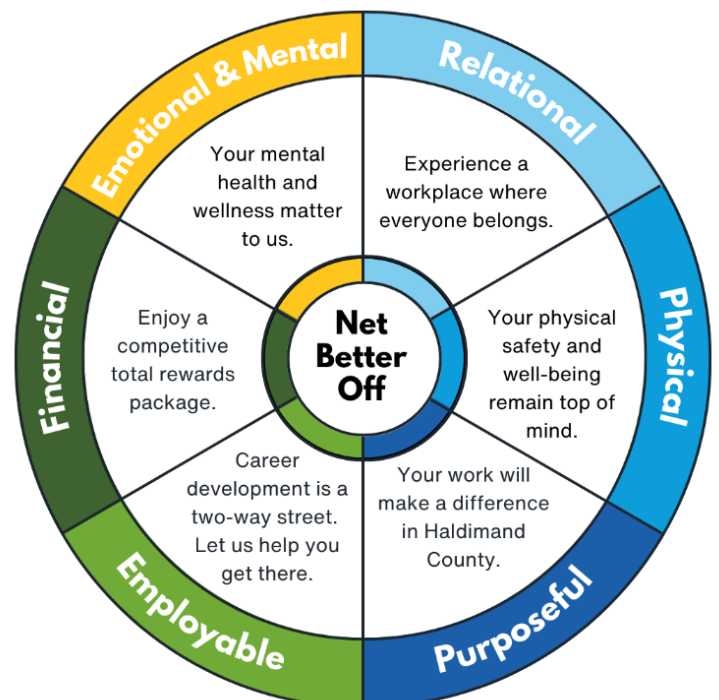
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **April 18, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



## JOB DESCRIPTION

### Sub-Foreperson, Roads Operations

<b>POSTING #:</b> CUPE-2024-15	<b>Employer Group:</b> CUPE Local 4700 (Haldimand)
<b>POSTING PERIOD:</b> April 4-18, 2024	<b>Reporting To:</b> Supervisor, Roads Operations
<b>Grade:</b> 8	<b>Position Status:</b> Permanent Full- Time
<b>Wage Range Hourly:</b> \$29.708 - \$34.391 (Jan 2023)	<b>Hours Worked Per Week:</b> 40
	<b>Location:</b> Oneida Yard

#### CORE COMPETENCIES:

Self- Direction | Interpersonal Communication | Collaborative Skills | Resilience

#### POSITION SUMMARY:

The Sub-Foreperson will schedule, organize, direct and participate in the day-to-day operations, maintenance, construction and inspection activities of the Roads Operations Division, as a “working leader” within the division. While completing all work tasks in a manner that ensures compliance with County and other legislated policies, procedures and standards for roadway maintenance and construction. They will also provide work direction to Roads Operations staff (and contracted staff) within work group, and provide guidance to ensure all work tasks are completed in a manner that ensures compliance with County and other legislated policies, procedures and standards. Lastly, they will deliver work direction to Roads Operations Staff and contracted winter maintenance staff during winter operations, during the night shift; and ensure road systems are safe and well-maintained.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- High School Grade 12 graduation
- Additional programme of up to one year such as successful completion of T.J. Mahony Roads School course in Road Construction and Road Maintenance or equivalent Civil Engineering related courses.

##### Experience

- Over 2 years up to and including 3 years related experience including increased levels of leadership, responsibility, orientation, training, and adjustment on the job, specifically in the area of roadway maintenance.

##### Knowledge/Skills

- Valid Ontario Driver’s license – Class DZ required (AZ preferred) must be maintained;
- Solid working knowledge of the Roads Operations Division Levels of Service, O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways, and applicable Acts and Regulations such as but not limited to the *Occupational Health & Safety Act/Regulations* and the *Highway Traffic Act.*;
- Demonstrated ability to oversee projects ensuring compliance with all applicable policies, procedures, regulations and standards;
- Commitment to continuous learning and up-grading of skills;
- Demonstrated ability to address conflict situations, and to apply conflict resolution skills to constructively resolve issues;

- Demonstrated ability to direct and motivate staff to develop their skills, knowledge and abilities;
- Interpersonal skills to establish and maintain good work relations with others;
- Organization, analytical, problem solving, leadership and decision-making skills;
- Proven ability to determine potential problematic situations, develop options, and set priorities when multiple issues arise and undertake the decision making necessary;
- Communication skills, both written and oral, that reflect:
  - clear and concise direction to staff and motivating them to direct their efforts toward achievement of division, department and corporate goals and objectives;
  - clear and diplomatic explanation and discussion when working with the public and/or contractors to resolve dispute;
- Must be able to direct staff accordingly to operate Roads Operations Division equipment (e.g., float, grader, tractor, backhoe) and vehicles with or without attachments; and
- Current First Aid and CPR required.
- Technology Aptitude
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices .
  - Proven ability to follow steps that are well defined to obtain / input information;
  - Use software on a regular and recurring basis to key in basic data (for example, time input into e-Timesheets, etc.) and send e-mails.

## **RESPONSIBILITIES**

The incumbent is expected to but not limited to:

### Corporate

- Provide and demonstrate commitment to the Haldimand County code of conduct and all other policies approved by Council.

### People

- Provide effective public relations and customer service to sustain the positive image of the Corporation in Haldimand County.

### Functional

- Leadership Responsibilities:
  - Provide leadership and work direction to staff and contractors such that all work is well coordinated to ensure:
    - compliance with legislated standards, regulations, acts, and applicable corporate policies and procedures;
    - completion on projects on time and within budget;
    - a safe and respectful work environment;
  - Schedule, organize and direct staff work to achieve goals / activities of the Roads Operations Division.
- Inspections
  - Investigate/ review work orders (including complaints), schedule/assign staff to perform the appropriate investigation, repairs and/or works required and complete required documentation.
  - Actively participate in the day-to-day administration, operation, maintenance, construction and inspection activities of the Operations Division.
- Reports and Recordkeeping:
  - Support risk management activities by:
  - Documenting and maintaining detailed, legible records and record management system to track all work ensuring that documentation is readily retrievable. Examples of such documentation includes but are not limited to the following:
    - daily log book, roadway inspection forms, winter control maintenance forms, vehicle circle check, hours of work regulation, safety talks and incident/accident reports
  - Report daily to the Supervisor on the current conditions, recommending specific actions as required, to ensure that the Supervisor is aware of any issues/difficulties at the work site(s).

- Complete daily administration procedures to maintain accurate documentation of projects and activities
- Health & Safety
  - Be accountable for the safe use, upkeep and housekeeping of County assigned resources including fleet and yard.
  - Be knowledgeable of, ensure, and contribute to the appropriate techniques, methods, practices, procedures and policies that assist staff and contractors to safely and competently complete all assigned work.
  - Assist with minor maintenance/repair activities with vehicles/equipment.
  - Participate fully in on-call rotation for after-hour emergencies.
  - Participate in training, educational courses and/or seminars as required by County Policy and/or Divisional requirements.
  - Performs tasks of positions supervised as required and as qualified to do so.

**All Haldimand County employees are expected to:**

- Work safely and respect others in the work place
- Maintain confidentiality
- Work within policies and procedures determined by Haldimand County and / or legislation relative to the function

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.