

**Job Posting #:** #2024-44  
**Job Title:** Foreperson, Transportation & Fleet Services  
Department: Infrastructure Services  
Reports To: Manager, Transportation & Fleet Services  
Directly Supervises: Lead Hands, Full-time/Seasonal Equipment Operators,  
Mechanics  
Status: Full Time Permanent  
Hours per Week: 40  
Salary: \$77,635.93 - \$94,372.34  
**Application Due Date: Posted Until Filled**

### Position Summary

This position is responsible for effective leadership and supervision of staff and coordination of all roads activities and operations. Responsible for the daily operations of the roads network and winter control, maintenance of municipal infrastructure, facilities, properties, sidewalks, traffic signals, storm water management, municipal drains and streetlights, maintenance and disposal and vegetation management programs.

### Role Specific Duties and Responsibilities

#### Responsibilities:

Supervision and Leadership:

1. Provide daily supervision and leadership to staff ensuring efficiency and productivity through effective relationships, leadership and conflict resolution.
2. Assist with hiring, promotions, recommend and coordinate staff training and development opportunities.
3. Oversee the performance management program for direct reports and provide regular feedback and coaching. In collaboration with the Manager, Transportation & Fleet Services, develop and implement performance improvement plans, provide input into discipline and termination decisions.
4. Accountable to ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents or near misses are completed and reported accordingly.
5. Organize scheduled hours of work, assign, monitor and direct work crews. Ensure staff are familiar with all aspects of Transportation & Fleet Services, infrastructure, equipment and facilities. Perform payroll/personnel-related functions which includes the preparation, processing and/or entering of data/records for work schedules, time sheets, crew cards, attendance reports, overtime reports, vacation schedules, work orders, etc.
6. Maintain detailed records to track work activities, including work orders, log

books. Perform data entry in corporate, road patrol and asset management software.

7. Monitors the day-to-day performance and safety of Contractors and forwards concerns and questions to the Manager, Transportation & Fleet Services for resolution.

#### Operations Coordination:

8. Coordinate construction, maintenance, inspections, and winter control operation activities in accordance with established policies, procedures and quality standards governing roads operations to ensure applicable resources are available and properly allocated, and that staff are proactively engaged; consult with and advise the Manager, Transportation & Fleet Services on all aspects of division activities and programs including assistance with capital projects.
9. Monitor and empower staff to ensure safe and well-maintained road systems either by staff and/or contracted works; winter control, sidewalks, curb and gutters, roadside safety devices, signage, drainage, culverts, street lighting, traffic control devices, municipal parking lots, surface treatment, granular resurfacing, hot mix patching, traffic control markings, roadside mowing and weed spraying, tree and brush control.
10. Receive, investigate and facilitate appropriate action on enquiries/complaints dealing with transportation issues and carry out appropriate action within established departmental and municipal policies to ensure satisfactory resolutions. Escalates issues to the Manager, Transportation & Fleet Services, when required.
11. Process permits; i.e. entrance, wide-load, etc., which includes receiving, investigating, recommending design modifications where required, and providing initial and final inspections; process work orders; oversee contractors/sub-contractors regarding contract administration, and monitor projects to completion. Providing expert testimony on behalf of the Municipality in regards to permits.
12. Coordinates Fleet Operations and maintenance needs using the Equipment Operators and Mechanics. Contributes information and advice on the tender specifications for acquisition, equipping and accessorizing of municipal vehicles and equipment.
13. Provides input into the establishment of divisional goals, objectives, plans, policies and budgets. Assist in developing, recommending and administering procedures, programs, systems and standards. Purchases within parameters established by the Manager, Transportation & Fleet Services for the division's annual operating budget.

#### General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public

release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.

2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

#### Required Certifications and/or Health and Safety Requirements

1. Certification or the ability to complete Certified Road Supervisor – Intermediate (CRS-I)  
Valid Ontario Drivers Licence Class “D” with “Z” endorsement in good standing.

#### Education, Skills and Experience

1. OSSD graduate or equivalent and courses in T.J. Mahoney Road School and/or C.S. Anderson Road School and a minimum of 7 years’ experience in municipal road construction and maintenance operations.
2. Minimum 3 years’ experience in a supervisory role and willingness to complete training and development related to effective supervision.
3. Experience operating light and heavy equipment, hand tools and performing minor equipment repairs.
4. Proven skills in communication (written, oral and interpersonal), analytical, problem-solving, public relations, negotiation, and supervision.
5. Thorough knowledge of traffic control procedures, construction, maintenance of road and fleet techniques and practices; overall competency with relevant legislation/Statutes/Acts/Regulations such as Dangerous Goods Act, Ontario Traffic Manual (OTM), Highway Traffic Act (HTA), Municipal Act, Technical Standards & Safety Act (TSSA), Occupational Health and Safety Act (OHSA); and employee relations principles and practices.
6. Thorough working knowledge with Microsoft Windows and Office applications. Keyboarding and technical skills to perform data entry in various corporate, asset management, and compliance software.
7. Physical ability to perform light and heavy lifting.
8. Ability to quickly assess, take control and respond to emergency situations, think and act strategically in a political and community service environment, deal effectively and courteously in all aspects of the position and foster team building.
9. Available for emergency, on-call, holidays, and shift work and after-hours for escalated issues from on-call staff.

## Physical Demands and Working Conditions

- Physical demand requires standing, sitting and walking on construction sites and visual attention for health and safety compliance, crew safety and personal safety on job sites. Physical dexterity required for walking, bending and lifting as required. Uses physical skill and effort to operate light and heavy equipment.
- Working conditions are subject to exposure to inclement weather conditions, mud, dirt, noise and exposure to public criticism.
- Normal hours of work are 40 hours per week and available for overtime hours, as required.

## Contacts and Interactions

- Communicates and/or liaises with staff, fire personnel, representatives from the Ministry of Environment, Ministry of Transportation, Ministry of Labour, other regulatory agencies, local authorities, community groups, industries and other organizations; consultants and contractors; trades, external service providers, suppliers, and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-44:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).