Rural Municipality of
BIGGAR 347

FOREMAN

The Rural Municipality of Biggar No. 347 currently seeking applications for an experienced, permanent Foreman. Eligible applicants must possess the following:

- 3 years of road maintenance experience
- Valid Class 5 driver's license, Class 1A is an asset
- knowledge of equipment operations and a mechanical aptitude
- excellent interpersonal and organizational skills
- capability of prioritizing numerous jobs within the municipality
- strong leadership and supervisory skills

A salary package including a competitive benefit/pension plan, will be negotiated based on qualifications at the time of hire. For a more detailed job description, please contact our office.

This position will remain open until a suitable applicant is selected. Please send resumes to:

R.M. of Biggar No. 347
Mail: P.O. Box 280, Biggar, SK, S0K 0M0
Drop off: 201 – 2nd Avenue West, Biggar
Phone: (306) 948-2242
Fax: (306) 948-2250
Email: rm347admin@sasktel.net

The R.M. of Biggar thanks all applicants for their interest, however, only those selected for an interview will be contacted.

RM BIGGAR 347

Foreman Job Description Form

Division/Department	**Transportation Services**
Location	705 4th Ave. East. Biggar, SK. (Municipal Compound)
Job Title	**Foreman**
Reports to	Administrator

GENERAL DESCRIPTION

Answering to the Administrator, the Foreman shall be responsible for management, administration and delivery of municipal services according to policies and procedures of the RM of Biggar to ensure that residents receive effective and appropriate services. Other responsibilities include operation of equipment in a safe effective manner and ensuring that roadways are accessible and in safe driving condition. The Foreman will be responsible for:

- Working with the Administrator and Council to provide effective municipal operations.
- Operation of RM of Biggar equipment.
- Reviewing the condition and maintenance of municipality machinery and assets.
- Inspection of RM of Biggar roads, buildings and other service assets, on a regular basis for planning and prevention purposes and on a complaint basis to minimize public safety hazards and the municipality liability.
- Other duties may be assigned.

Conduct duties in an ethical manner in accordance with established policies and procedures approved by Council, including communications and complaint process with the public, members of Council and fellow staff in such a manner as to facilitate a good working relation.

- Install a high standard level in customer service and workmanship, including accuracy, consistency and completeness in any documents that are required by the municipality.
- Provide suggestions for improvements to existing RM of Biggar policies, procedures and forms.
- Provide leadership, guidance and counseling to staff and also evaluate, train and develop staff, including training opportunities, performance evaluation and promotion of staff morale.
- Develop and maintain appropriate records relating to the municipality work, safety requirements and equipment inspections and maintenance.
- Develop and present long-term planning for RM of Biggar work, projects and goals.
- Schedule work and assign duties to ensure the efficient use of all labour, machines and materials, this would include supervision.
- Update staff on a regular basis of municipal and safety procedures, regulations and policies.
- Assist budget planning, for equipment, shop and training
- Attend council and/or committee meetings on a regular basis and prepare reports as needed.
- Time management strategy for effective delivery of job duties.
- Perform duties with the aim of protecting the RM of Biggar from liability claims.
- Respond to emergency situations.
- Perform other related duties as assigned by the Administrator in keeping with the municipalities operations.
- Advise Administrator and/or Council of any maintenance, repair or replacement requirements.
- Oversee RM of Biggar municipal and contract work, including monitoring job progress and costs, identify weaknesses in existing job methods or policies pertaining to completion of work required, and communicate to the Administrator.
- Ensure/perform routine/seasonal inspections of roads, bridges, culverts and buildings.
- Monitor gravel quality and quantity and recommend gravelling requirements.
- Maintain proper culverts on roadways and line locations are obtained.
- Supervise and monitor road signage for safety, including installation and replacement and supervisor and monitor dust control.

WORK EXPERIENCE REQUIREMENTS

5-10 years working in the construction or municipal field

REVIEWED BY	*Title*
APPROVED BY	*Title*
DATE POSTED	