



RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Foreman	DEPARTMENT: Operations
EFFECTIVE DATE October 2013	DIVISION: Operations
SUPERVISOR: Director of Operations	DATE REVISED: June 2026

SUMMARY:

Under the direction of the Director of Operations, the Foreman will oversee the day-to-day delivery of assigned municipal operations. The Foreman will ensure that all operations are conducted responsibly, ensuring that all decisions and actions comply with the relevant legislation, policies, procedures, and accepted standards of workmanship.

This is a working Foreman position that combines leadership responsibilities with active participation in field operations. The Foreman is responsible for maintenance and repair of roads, drainage, green spaces, traffic control, boulevards, and other municipal responsibilities. The Foreman must also respond to the concerns and complaints of residents with professionalism. The delivery of municipal services is vital to the safety, health and well-being of the community.

Key Responsibilities

- Carry out and inspect the road maintenance program including snow removal and road maintenance and repair.
- Inspect, monitor and report on operational programs including dust control, signage, mowing, and drainage.
- Establish preventative maintenance schedules and ensure mobile and stationary equipment is properly maintained.
- Operate loaders, graders, tandem trucks and other equipment for snow removal, street sanding, road maintenance, and drainage maintenance to name a few.
- Assign tasks to public works staff to ensure schedules are maintained.
- Coordinate the application of pesticides for weed control.
- Coordinate and oversee the work of external contractors, ensuring compliance with municipal standards, project specifications, and safety requirements, while supporting scheduling, site access, issue resolution, and monitoring performance, progress, quality, and adherence to timelines, escalating concerns to the Director of Operations as required.
- Be a champion of workplace health and safety.

- Coordinate and support the municipal response to operational emergencies, including directing staff and resources to ensure timely and effective service delivery, communicating updates to the Director of Operations, and participating in post-incident reviews to support continuous improvement.
- Identify operational or safety issues and escalate to the Director of Operations as required.
- Monitor and track operational expenditures against approved budgets and work plans, identifying variances and supporting cost control through tracking of materials, equipment usage, and contracted services, while assisting the Director of Operations in maintaining cost-effective service delivery through efficient resource allocation.
- In coordination with the Director of Operations, assist with department scheduling and workforce planning.
- Recommend the purchase of goods and equipment, while maintaining inventories.
- Provide reports as required, and ensure records are maintained.
- Any other tasks that may be assigned from time to time.

Qualifications

- Minimum Grade XII education with at least five years of job-related experience.
- Class 3 licence with air endorsement considered an asset or may be required within a defined timeframe.
- Proficient in the operation and maintenance of heavy equipment.
- Proficient with Microsoft 365, experience with ESRI ArcGIS is an asset.
- Good interpersonal skills to be a role model to the team, train, mentor, and deal with the public.
- Demonstrated experience supervising or leading a team in a municipal or public works environment.
- Knowledge of survey equipment, drainage, ditch elevations, laser levels, with the ability to read construction drawings
- Experience in coordinating work plans, scheduling, and resource allocation.
- Knowledge of the Workplace Health and Safety Act.

Working Conditions and Physical Demands

- Must be physically fit to complete ongoing manual labour duties.
- Must be able to lift 50 pounds from floor to waist, 50 pounds from waist to shoulder and 25 pounds overhead.
- Working in extreme temperatures.
- Working in the presence of pollen and dust.
- Working in confined spaces.
- Sitting, standing, crouching, walking and driving.

- Ability to work under minimal supervision.
- On call / emergency response expectations.
- Extended hours during peak seasons (snow, flooding, etc.).

This description contains the elements necessary for the identification and evaluation of the job. The description is not intended to be an exhaustive list of all responsibilities and activities required of the position. The incumbent may be required to perform other related duties. All operational direction and decision-making authority flow through the Director of Operations.

Incumbent

Director of Operations

Date

Chief Administrative Officer