



County of Forty Mile No. 8

EMPLOYMENT OPPORTUNITY MAINTENANCE FOREMAN

The County of Forty Mile No. 8 is located in southeast Alberta and centered between the cities of Lethbridge and Medicine Hat. We are currently seeking a highly motivated individual to assume the position of Maintenance Foreman based out of our main public works office in the village of Foremost. This is a permanent fulltime position reporting to the Municipal Supervisor.

Maintenance Foreman Responsibilities include:

- Provide Supervisory functions to full time, contract and seasonal staff with duties to include assigning tasks, hiring of staff, employee performance evaluations, staff development and training review and approval of daily time sheets.
- Ensure that actions and procedures undertaken by the Department comply with current County Policies, Canadian Union of Public Employees Contract and pertinent Provincial and/or Federal legislative and/or regulatory requirements.
- Ensure that excellent Public Relations are maintained by responding in a professional manner to all inquiries and complaints related to the Utility/Infrastructure Services Department's operation and that all staff display a good public image.
- Assist in the development/implementation of the County's Safety Program.
- Ensure that all safety requirements and policies of the Municipality and OH&S legislation and good workplace practices are being conducted.
- Supervise the activities of the County Water and Sewer Installations and Repairs
- Responsible for coordination of the Public Works Signage, Dust Control, Grading and Roadside Mowing Programs
- Coordinating and organizing maintenance work according to the yearly road program priorities and plans
- Assist in training of Heavy Equipment Operators
- Assist in preparation of road program planning and long term plans
- Responsible for the analysis of equipment and program costs
- Ensure utility locates are completed
- Assist with shop supervision during winter months
- Any other duties assigned by the Municipal Supervisor

Qualifications:

- In depth knowledge of road maintenance procedures.
- Experience In heavy equipment operations.
- Supervisory experience an asset.
- 3-5 years' experience in road maintenance operations an asset

- Ability to communicate and report effectively
- Excellent organizational, leadership and team work skills
- Proficient use of computer - Microsoft word, Excel, Outlook. Power Point
- Aptitude in Math
- Ability to identify and understand problems and determine the appropriate actions to resolve them
- Good physical stamina and health
- Safety conscious
- Current First Aide/CPR certificate
- Valid Class 3 Drivers license with air endorsement - Class 1 license an asset

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract.

Interested applicants are invited to submit their resume including relevant work experience, education/training and salary expectation to:

Municipal Supervisor
County of Forty Mile No. 8
Box 160
Foremost, Alberta T0K 0X0 or E-mail: Wes@fortymile.ab.ca

The competition will remain open until a successful candidate is selected.

The County of Forty Mile No. 8 thanks all applicants in advance for their interest, however, only those individuals selected for an interview will be contacted.