



**Operations Department  
Roads and Fleet  
Sub-Foreperson**

**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.

In providing work direction and guidance to Roads Operations staff (and contracted staff), ensure that all work tasks are completed in a manner that ensures compliance with City, Minimum Maintenance and other legislated policies, procedures and standards for roadway maintenance and construction.

**Qualifications:**

- Minimum of Grade 12;
- Minimum of five (5) years experience;
- Possess and maintain a “DZ” Ontario Driver’s Licence;
- Certified Road Supervisor (CRS-I) would be an asset.

**Hours of work:**

2080 hours annually (40 hours per week) including weekends and holidays with occasional overtime.

**Salary & Benefits:**

- \$35.33 per hour (2024 probationary rate).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days’ vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **July 24, 2024**.

Arin Crinnion - Human Resources Coordinator  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [humanresources@pembroke.ca](mailto:humanresources@pembroke.ca)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be



contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.



**CITY OF PEMBROKE  
JOB DESCRIPTION**

TITLE:	<b>Sub-Foreperson</b>
DEPARTMENT:	<b>Operations</b>
SECTION:	<b>Roads &amp; Fleet</b>
REPORTS TO:	<b>Supervisor of Roads &amp; Fleet</b>

**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.

In providing work direction and guidance to Roads Operations staff (and contracted staff), ensure that all work tasks are completed in a manner that ensures compliance with City, Minimum Maintenance and other legislated policies, procedures and standards for roadway maintenance and construction.

**Education/Qualifications/Experience:**

1. Minimum of Grade 12;
2. Minimum of five (5) years experience;
3. Possess and maintain a “DZ” Ontario Driver’s Licence;
4. Certified Road Supervisor (CRS-I) would be an asset.

**Skills and Abilities:**

1. Be capable of carrying out assigned duties with a minimum of supervision and with a high level of responsibility;
2. Knowledge of the capabilities of tools and equipment generally used within this section, and of the construction and maintenance services within this section;
3. Knowledge and understanding of the Occupational Health and Safety Act;
4. Administration and record keeping skills;
5. Working knowledge of Microsoft computer software (e.g. word, excel) and email.
6. Strong interpersonal skills and communication skills when dealing with members of the public and employees.

**General Scope of Duties:**

1. Confer with Supervisor regarding work directives and scheduling, assignment of equipment;
2. Organize and oversee the daily work of the section and determine the best procedure to undertake the assignment.
3. Respond to inquiries/complaints and prepare proposals on solutions with a focus on service to the Public.
4. Prepare and submit reports when and as required;



5. Be responsible for the quick and effective resolution of assignments;
6. Ensure that correct, efficient and safe work procedures are followed;
7. Ensure that tools, materials, and equipment are available for the work assignment and are readily available at the work site; and
8. Carry out other related duties as assigned.

#### **Decision Making and Judgement:**

1. Assist with long-term planning and short-term planning, assign and monitor work.
2. During routine patrols, be responsible for building and maintaining ongoing lists of outstanding items to be completed and determine priority of such works.

#### **Accountability:**

1. Promote a safe work culture and accountable for the safety of the crew as well as the general public.

#### **Leadership/Supervision:**

1. Must demonstrate leadership qualities and be capable of directing and coaching employees in a manner to efficiently complete the assigned work.
2. Train and mentor crew members on construction best practices and procedures.

#### **Interpersonal Skills and Contacts:**

##### Internal

- Senior and support staff of other departments

##### External

- General public

#### **Working Conditions:**

- Outdoor Field Environment
- Driving
- Walking
- Available for overtime work when required.
- Travel as required for training.

#### **Physical Skill and Effort:**

- Able to lift up to 50lbs of supplies/equipment.
- Walking on uneven surfaces
- Manual labor

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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Hours of Work: 40 hours/week Monday to Friday  
Occasional overtime.