



TOWN OF GANDER
Foreperson of Winter Operations (Approximately 20 weeks)
COMPETITION #2023-023

The Town of Gander is currently accepting applications for a seasonal Foreperson of Winter Operations position within the Municipal Works Department.

POSITION OVERVIEW

The Foreperson supervises employees and co-ordinates departmental activities. The incumbent is responsible for supervising snow and ice control, effective delivery of public works programs, and organizing repairs to public works infrastructure.

MAJOR DUTIES & RESPONSIBILITIES

Supervises and schedules Public Works employees including heavy equipment operators, mechanics, and maintenance personnel; Responsible for holding daily meetings with all assigned staff; Process and authorize leave and bi-weekly time cards; Monitor streets, sidewalks, etc. to ensure appropriate response to adverse road conditions; Ensure all drainage problems are resolved in an effective and efficient manner; Ensure all street and speed signs are visible and all obstructions are removed; Receive and investigate complaints from the general public and respond in a timely manner with proposed solutions; Initiate and act on safety concerns and exercise sound judgement to ensure safe work practices are adhered to at all times; Identify and schedule repairs to asphalt, gravel shoulders, curbs, and sidewalks; Effective management and interpretation of the Collective Agreement; Provide feedback and constructive criticism to staff under your supervision; Uses Town's GIS system to troubleshoot problems and evaluate solutions; Actively involved with internal and external accident investigations; Work with Buyer to ensure prompt ordering and delivery of parts, supplies and practice cost saving measures; Performs other duties as required; Ensures that all policies and procedures set down by Council are strictly adhered to; Participates in operational planning documents including the Annual Snow Plan; Participate in the winter on-call rotation and serve as a backup to other supervisors in their absence.

WORKING CONDITIONS

Some exposure to water, chemicals, hazardous materials, and noise; Heavy lifting/moving, walking, standing, and climbing may be required; Work both indoors and outdoors; May encounter various elemental conditions, e.g. rain, snow, heat, cold, etc.; May be required to work at heights, in confined spaces, and in inclement weather conditions; Manual dexterity required to operate and calibrate field equipment, tools, and computer peripherals; Light travel will be required.

EMPLOYMENT REQUIREMENTS

Completion of post-secondary training in related field; Three (3) years' work experience in a managerial setting; Extensive work experience with snow clearing in a Municipal Environment may be considered in lieu of the above requirements; Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Additional licenses in Classes 3, 8 and 9 would be considered an asset; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, as well as a medical certificate, is a condition of employment; A good understanding of Municipal Policy along with excellent leadership, communications and problem solving skills will be considered an asset.

SALARY: Non-unionized position, 40 hours/week - \$34.76/hour.

Interested and qualified applicants are invited to submit their **resume and cover letter** on or before
Sunday, November 5, 2023 to the attention of:

Human Resources
Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7
Fax: 709-256-5809

Email: humanresources@gandercanada.com

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.