



COUNTY OF WETASKIWIN No.10

Strong Proactive Leadership • Safe Progressive Communities

Phone 780-352-3321 Toll Free 1 (800) 661-4125
www.county.wetaskiwin.ab.ca

EMPLOYMENT OPPORTUNITY

ROAD MAINTENANCE FOREMAN • Posting 2022/03

The Position:

Reporting to the Public Works Manager of Operations, the Road Maintenance Foreman provides supervision of unionized (In-Scope) staff, and the management of several key road maintenance programs that includes Grader Patrol Areas, Graveling, Dust Control, Brushing, Spot Road Repair, Hamlet and Subdivision Maintenance, Drainage Maintenance and other work activities as required.

The County is responsible for all maintenance and construction along the County roadways, subdivisions, hamlets, and bridge structures. The County maintains approximately 2,028 km of gravel roads and 120 km of paved/oiled roads.

This position is based out of the Winfield Shop. Regular hours of work are 7:00 a.m. to 5:00 p.m. (9 hour workday) Monday to Friday; and must be available to be On-Call for after hour response and overtime as required.

Desired Education and Experience:

- Post Secondary Education in a related Public Works field (Road Maintenance and Construction) is preferred.
- Training in Municipal Civil Engineering related disciplines is preferred.
- 10 (ten) Years of relatable work experience.
- Five (5) Years in a Supervisory Role of relatable work is preferred.
- Work experience with a Municipality is an asset.
- Class 5 Driver's Licence; Class 1 or 3 is preferred.

Skills and Abilities:

- Possess a thorough knowledge of the methods, practices, tools, and equipment used in the maintenance of and repair of gravelled roads, dust control operations, snow, and ice removal.
- Demonstrated strong leadership skills and effective communication in all forms.
- Be able to manage stressful working conditions and emergency situations.
- Possess considerable knowledge and implementation of Health and Safety Programs and understanding of the occupational hazards that exist in Public Works.
- Able to establish and maintain effective working relationships with the public, County departments and third-party contacts.
- Able to develop and enhance program initiatives and assist in annual budget preparation.
- Conduct site inspections, assess situations, and develop Work Order estimates for implementation into the annual road maintenance programs.
- Able to prepare and present applicable reports and records.
- Possess some skill and knowledge of basic survey techniques.
- Able to manage a large area of responsibility and the daily supervision of direct reports.
- Competent in the use of computer hardware (mobile and stationary devices) and the use of various software programs such as Microsoft Outlook, Word, Excel, and County specific project costing and Work Order systems.
- Experienced in the operations of heavy equipment such as motor graders, loaders, skid steers, rock trucks, rubber tire and track hoes and brushing attachments as it applies to construction and maintenance activities.
- Able to solve unique operational problems and coordinate crews in an organized and efficient manner.
- Demonstrate conflict resolution skills with that of the public and subordinates.
- Prepare long and short-term Work Plans for crews to meet annual program objectives and budget expectations.
- Be able to quickly respond to unplanned work events or emergent situations as they may occur.
- Efficiently, plan, schedule, and manage personnel and equipment in daily and seasonal operations.
- Provide training and guidance to employees with respect to meeting operational department goals and objectives, and in the proper use and care of equipment.

- Provide annual recommendations for additional equipment needs or upgrades to existing Fleet of equipment.
- Maintain an understanding of the Municipal Government Act and its Regulations.

Working Conditions & Physical Requirements:

- Frequent exposure to seasonal and environmental conditions.
- Extensive driving of a ½ ton truck, infrequent operation of medium to heavy equipment, some occasional lifting, use of hand tools, periods of standing, walking, and climbing on un-even surfaces.

For a complete Job Description, contact bwolter@county10.ca to request. Applicants are asked to submit their resume, along with a cover letter, by 12:00 noon, Wednesday, February 16, 2022 to:

Barb Wolter, Executive Assistant
County of Wetaskiwin No. 10
Box 6960 Wetaskiwin, AB, T9A 2G5
Email: bwolter@county10.ca

We thank all applicants in advance for their interest; however only those considered for an interview will be contacted.

NOTICE TO COUNTY RESIDENTS

County of Wetaskiwin No. 10 Council meetings will be held at the County Administration Building (see notes below), located 1.6 kilometres west of Wetaskiwin on Highway 13 (243019A Highway 13), as follows:

COUNCIL GENERAL

February 8	February 22	
March 8	March 22	
April 5	April 19	
May 3	May 17	May 31
June 14	June 28	

All meetings to commence at 9:00 a.m. unless otherwise noted.

NOTES:

- All COVID-19 Protocols will be followed.
- Members of the public have the option to attend virtually. For individuals wishing to attend Council Meetings virtually, please contact Jeff Chipley, Assistant CAO, at 780-387-6043 (cell) or at jchipley@county10.ca in order to make arrangements prior to the meeting.
- These dates may be subject to change dependent on status of COVID-19.

Pursuant to Section 196(2) of the Municipal Government Act, Chapter M-26, 2000, Council meeting dates will be posted in the foyer of the County Administration Building.

COUNTY OF WETASKIWIN CONTACT NUMBERS

Administrative Office: 780-352-3321

Public Works Call Centre: 780-361-6241

After Hours Line: 780-352-0005