

## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	Transportation Foreman	<b>Job Status:</b>	Permanent
<b>Department:</b>	Infrastructure Services	<b>Reports To:</b>	General Manager of Infrastructure Services

### Position Summary

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Reporting to the General Manager (GM) of Infrastructure Services, the Transportation Foreman is responsible for overseeing the effective delivery of municipal services and execution of preventative and reactive maintenance on Westlock County Road infrastructure. The Transportation Department operates in compliance with bylaws, policies, and applicable legislation involving but not limited to snow clearing, gravel road maintenance, sign installation and replacement, construction projects, and others as required.

The Transportation Foreman provides leadership, coordination, collaboration, and direction to ensure that services are provided to staff, residents, and stakeholders in a timely, accurate, effective, and efficient manner. The Transportation Foreman also works with the General Manager to develop short- and long-term strategies for the department.

### Duties and Responsibilities

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Under the supervision of the General Manager, the duties and responsibilities of the Transportation Foreman include, but are not limited to, the following:

#### Supervision and Leadership – 40%

- Develop, maintain and schedule work programs to maintain County transportation infrastructure through regular maintenance and project-based work
- Participates in division strategic planning, annual and long-term capital planning, and operational budget planning
- Manage, supervise, and schedule work crews and contractors to ensure the completion of programs such as brushing, snow clearing and winter sanding, graveling program, bridge repair and maintenance, pothole patching, spray patch program, dust control program, road signage, drainage and ditching, inventory control and all other Transportation projects
- Has responsibility for quality of work, performance management, and hiring in coordination with the GM

- Provide daily direction, coaching, and performance feedback to operators, Lead Hand, and Labourers
- Manage staff within established policies, procedures, and Collective Bargaining Agreement (CBA)
- Set priorities and workflow, providing each subordinate with achievable goals and resources
- Conduct annual staff performance evaluations
- Coach and mentor staff; facilitate ongoing staff development initiatives
- Cross-train employees as required
- Collaborate with the General Manager and Human Resources Manager to develop a succession plan for the department
- Ensure compliance with general municipal service and Alberta Transportation standards, and County policies and procedures
- Ensure compliance with safety policies, procedures, and Alberta Occupational Health and Safety Act, Regulations and Code
- Participates in, and/or leads, safety meetings, tailgate meetings, site inspections, daily field level hazard assessments and review of job hazard assessments
- Participate in safety incident investigations and address corrective actions and outcomes
- Coordinate on-call rotation, after-hours and emergency work as needed
- Examine current practices and recommend efficiencies or changes to service delivery methods to improve service and align with industry-established best practices
- Foster a working environment focused on continuous improvement and customer service
- Respond to ratepayer concerns, complaints, and inquiries as required regarding Transportation Services
- Assist in maintaining a comprehensive inventory of public works supplies and resources
- Ensure completion of preventative maintenance and repairs are being conducted on all equipment assigned to Infrastructure Services

### **Project Management – 35%**

- Manage service delivery, project planning, and third-party contractors in compliance with Westlock County's Contractor Package requirements
- Ensure execution of construction and preventative maintenance projects, including but limited to, gravel programs, drainage improvements, dust control
- In consultation with the General Manager, align the department project planning goals and objectives with a focus on achieving the County's strategic priorities as they relate to the Transportation infrastructure

### **Administration and Reporting – 20%**

- Work closely with the General Manager to communicate project needs and operational concerns

- Maintains and completes accurate operational and service delivery records and reports, including personnel documentation, incident reporting, and finance records or reports
- Respond to public inquiries or concerns regarding infrastructure operations in a timely and professional manner and report any deficiencies to the General Manager
- Assist in preparing reports, budgets, and project updates as requested
- Assist the GM in reviewing various maintenance programs for effectiveness.
- Conducts continuous forecasting of operations and monitors expenditures to ensure adherence to budget
- Maintains current knowledge of all legislative and regulatory requirements related to Transportation services
- Attends all necessary meetings such as staff, contractors, departmental, and Council meetings as directed

### **Other – 5%**

- Ensure that Westlock County's Health and Safety Program, as well as Occupational Health and Safety standards are followed
- Promotes a safe work environment ensuring compliance with all government regulations and Health & Safety policies and practices.
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Other duties as assigned

### **Minimum Requirements**

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#### **Education/Experience**

- High school diploma or equivalent
- Technical diploma in a relevant field would be an asset
- Public Works Supervisor (PWS) Certificate obtained through the Alberta Public Works Association (APWA) Public Works Supervisor Program is considered an asset
- Supervisor Occupational Health and Safety training is preferred
- 5+ years of progressive experience in public works, civil construction, or road maintenance
- 2+ years supervisory experience in a supervisory role
- Experience operating heavy equipment (grader, loader, etc.)

#### **Knowledge**

- Basic understanding of road building and maintenance as related to municipal infrastructure
- Strong working knowledge of operating heavy equipment, preferably in a public setting, is required

- Comprehensive working knowledge of safe work practices and procedures in a construction environment
- Strong working knowledge of federal, provincial, Municipal codes and regulations relating to the administration of public works functions and activities
- Understanding of construction principles and procedures, and heavy equipment
- Solid ability to collaborate with subject matter experts to scope, plan and execute work projects
- Knowledge of bridge and culvert replacement and maintenance is a definite asset

## **Other**

- Valid Class 5 drivers' license with an acceptable drivers' abstract is required

## **Skills**

- Demonstrated leadership skills, team building, conflict resolution, coaching and mentoring abilities in addition to time management, organizational, problem solving, and decision-making ability
- Considerable interpersonal skills, including the ability to establish and maintain effective working relationships with others
- Strong written and verbal communication skills; ability to make recommendations and decisions
- Ability to read and interpret construction drawings and specifications
- Dealing with sensitive situations/issues that require high standards of integrity and confidentiality is essential
- Must possess critical and logical thinking, with ability to identify and analyze relevant information and underlying principles or reasoning
- Ability to maintain a variety of complex records and metrics, and to organize information into reports
- Proven organization skills, understanding importance of prioritizing effectively and managing multiple tasks in an environment with competing demands
- Demonstrate ability to plan, assign, and supervise the work of subordinate employees engaged in a variety of activities
- Comfortable using technology for time keeping and reporting
- Experience with Microsoft Office suite of programs, GIS/GPS; and knowledge of budgeting software
- Experience supervising in a unionized environment

## **Working Conditions**

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- Work normal business hours but may be required to do some work in the evenings or outside normal working hours

- Able to work on a computer for moderate periods of time which will require repeated motion of office tasks
- Required to work in a busy work area which may result in constant interruptions
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy
- Required to meet several deadlines which may cause stress
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.), walking, standing, pushing, and pulling, reaching, driving, and carrying are required
- This position involves field work, which may result in exposure to various weather conditions
- Travel between worksites is required
- Extended periods driving County vehicle/working from vehicle
- There is frequent interaction with the public with a potential for exposure to hostile environmental conditions, irate ratepayers, unpredictable animals
- This position involves working with large equipment
- Inclement weather

## **Remuneration & Benefits**

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This is an out-of-scope position. Compensation is commensurate based on skill, education, and experience.

This position includes a competitive benefit and pension package.

**SALARY BAND:** \$87,393 to \$116,524/annum

**HOURS OF WORK:** Hours vary but are usually between Monday to Friday from 7:00 a.m. – 4:00 p.m.

**CLOSING DATE:** 4:00 p.m. on Tuesday, September 2, 2025

## **APPLICATION INSTRUCTIONS:**

Apply online by completing the Virtual Talent Application and uploading your cover letter and resume via the QR code or at <https://westlockcounty.com/careers>.



Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.