The Municipality of Powassan

EMPLOYMENT OPPORTUNITY

PUBLIC WORKS FOREMAN

The Municipality of Powassan is seeking candidates for the position of Public Works Foreman. Reporting to the Manager of Operations, this is a hands-on working foreman position requiring daily participation in fieldwork, equipment operation, and municipal maintenance alongside the Public Works crew. The successful applicant will lead by example while supervising and coordinating roads, water, wastewater, waste management, and municipal facilities.

Major Responsibilities:

- Leads and works alongside the Public Works crew in daily field operations, while supervising, training, scheduling, and evaluating staff.
- Assists with recruitment and onboarding of seasonal and full-time employees.
- Oversees day-to-day operations of roads, sidewalks, fleet, landfill, water and wastewater systems, parks, recreation facilities, cemeteries, and municipal properties.
- Monitors roads and public infrastructure to ensure safety and compliance with Minimum Maintenance Standards.
- Coordinates and supervises winter control operations and actively operates snow plows, sanding, and salting equipment.
- Supports maintenance and capital projects, assists with departmental budget preparation and monitoring expenditures, and ensures compliance with OHSA, environmental regulations, and municipal policies.
- Regularly operates municipal vehicles and heavy equipment and performs physical maintenance and construction work in the field. Liaises with contractors, suppliers, and the public.
- Performs routine equipment inspections and minor maintenance, including basic servicing and greasing; identifies defects and coordinates fleet repairs with the Manager of Operations and qualified service providers.
- Maintains accurate operational, maintenance, and equipment records; coordinates required underground utility locates and water and wastewater maintenance activities with the operating authority.

Minimum Qualifications:

- Secondary School Diploma (Grade 12).
- Minimum of ten (7) years of experience in Public Works, including at least three (3) in a supervisory or lead-hand role considered an asset.
- Thorough understanding of municipal operations, including roads, fleet, water, wastewater, and landfill management, with demonstrated ability to safely operate municipal heavy equipment and carry out field maintenance work.
- Strong leadership, communication, and organizational skills, with the ability to direct a crew while actively participating in the work.
- Valid DZ driver's license (minimum requirement).
- Ability and willingness to regularly operate equipment and perform physically demanding outdoor work in all seasons.
- Current WHMIS certification and other safety training (e.g., chainsaw, propane, playground inspection) considered an asset.
- Practical mechanical aptitude, including the ability to perform routine equipment checks and minor maintenance, recognize mechanical issues, and identify when qualified repair services are required.
- Water and wastewater licensing considered an asset.

A detailed job description is available at the Municipality of Powassan office or at the email address listed below. This full-time position, (40 hrs/week) offers pay commensurate with experience, comprehensive benefits, and OMERS participation.

The pay range for this position is $34.22 - $47.05.

Open until filled.

Interested parties may forward a cover letter and resume to:

Trevor Keefe, Manager of Operations
PO Box 250, 250 Clark Street
Powassan, ON P0H 1Z0
tkeefe@powassan.net

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and used for candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available upon request under the Accessibility for Ontarians with Disabilities Act.