



JOB OPPORTUNITY FOREMAN - WEST

The Opportunity

Leduc County is looking for an experienced and highly motivated Foreman- West to join our team. Reporting to the Manager – Road Operations this exciting opportunity provides supervision to the road operations work group and is accountable for the delivery of road maintenance programs within the County. Through effectively managing priorities and the coordination of work, the Foreman is a key contributor to the achievement of the department’s operational deliverables.

About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the center of industry and agriculture. Leduc County’s operations are guided through our values of:

- Accountability – we look after the best interests of Leduc County citizens.
- Integrity – we follow through on our commitments.
- Passion – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- Responsiveness – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

About you

You are a team and relationship builder who promotes a safe, collaborative, and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s mission and vision.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Contributes to the development and implementation of the department’s operational deliverables, by coordinating and adhering to technical and municipal standards.
 - Works with Foremen to coordinate operational activities.
 - Prioritizes work in a changeable environment.
 - Contributes to the development of long-range road maintenance plans.

- Contributes to the following programs:
 - Asphalt road maintenance program
 - Works with the Manager – Road Operations in the development of the asphalt road maintenance program.
 - Monitors the condition of the asphalt road network and delivers program to maintain service level standards.
 - Gravel road maintenance program
 - Coordinates work group to complete culvert replacement or repairs.
 - Coordinates work group to complete minor drainage projects.
 - Vegetation maintenance program
 - Coordinates brush and tree removal for sight line maintenance.
 - Coordinates vegetation removal for winter maintenance.
- Supervises and supports staff in the implementation of projects and day-to-day work assignments to meet service area deliverables.
- Communicates with residents and key stakeholders regarding program delivery and responds to inquiries.
- Coordinates with the Manager – Road Operations for the preventative maintenance, repairs, or outfitting of vehicles and equipment to meet operational requirements.
- Purchases goods/services on behalf of the County, within their assigned authority, confirming efficient and responsible use of funds.
- Plans and implements projects that fall within the work group’s functions.
- Leads special projects as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
- Accountable for the work group’s compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned.
- Delegates and communicates tasks appropriately.

What you need to succeed

Must have

- A high school diploma is required.
- Five years of experience in roadway maintenance and operations along with the general maintenance of heavy equipment is required, demonstrating increased complexity and responsibility, is required.
- At least three years of previous supervisory or lead hand experience is also required.



- A service focus with good communication and interpersonal skills are required in order to communicate instructions clearly (both verbally and in writing) and encourage participation and teamwork in the implementation and coordination of work.
- Problem solving and conflict resolution skills are required.
- The ability to maintain the highest level of confidentiality is essential.
- A combination of education and experience may be considered.
- Experience working with and leading teams is required.
- Participates in on-call rotation duties is required.
- A valid Class 5 Driver's license is required.

Nice to have

An agricultural and road construction background is an asset. Proven achievement of results through coordination of work and supervision is key to success in the role.

Familiarity with municipal operations and knowledge of rural communities is an asset.

What's in it for you

Our leadership team values your voice and input and is committed to your growth and success. We are committed to be our best and hire the best! That is why we offer a competitive annual salary between \$87,859- \$109, 825 municipal pension plan, three-week vacation allocation with an additional five compensated days in lieu, and an employer-paid comprehensive benefits package.

The opportunity works from our Leduc County Thorsby location. It is permanent full-time and is 40 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

