

City of Greater Sudbury – Employment Opportunity

Posting #3970

Job Posting Title: Foreperson

Section: Roads Operations

Division: Linear Infrastructure Services

Department: Community Infrastructure

Initial Reporting Location: Frobisher Depot

Job Status: Permanent Position

Number of Vacancies: 1

Union Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: Shift work may be required

Range of Pay: Group 12 - \$3,714.20 to \$4,371.50 bi-weekly

The start date will follow the selection process.

Main Function: The position is responsible to the Manager of Roads Operations for the complete management, direction and supervision of personnel or contractors engaged in the maintenance and/or construction activities within a designated geographical area of CGS in support of the Section Business Plan and quality customer service outcomes for the citizens of the community.

Characteristic: Under the general direction of the Manager of Roads Operations.

Duties:

1. Manage the financial, human and physical resources of a designated geographical area within CGS and in alignment with CGS's vision and values and in accordance with the annual Business Plan.
2. Assign Employees, material and equipment required to carry out assigned jobs, check crews and work programs.
3. Offer advice and direction to the crew leaders (Lead Hand) on the most effective method of proceeding with and completing the job.
4. Direct and supervise contractors undertaking work for the Roads Operations Section.
5. Directly supervise maintenance activities and inspect the work sites during job progress and upon completion to ensure the work has been performed efficiently and satisfactorily.
6. Supervise maintenance personnel and contractors in the maintenance of CGS's infrastructure including repair and replacement of storm sewers, road culverts, driveway culverts, maintenance of drainage systems, asphalt surfaces, roadway and lanes.
7. Co-ordinate and exercise judgement in determining the necessity of activating partial or full complement of sanding, salting, plowing and snow removal crews and also the type of material to be used on roadway surface to control hazardous conditions.
8. Liaise with the general public on matters concerning sectional responsibilities, including responding to Citizen Service Requests.
9. Ensure the work is performed safely and with minimum inconvenience to the public.
10. Investigate damage claims responding on site in his/her area of operation and directing appropriate corrective action.
11. Interpret drawings and instructions issued by Section Managers.
12. Verify to ensure C.M.M.S. system crew cards have been properly completed.
13. Train Employees in all aspects of work, including Health and Safety within area of responsibility.
14. Act as management's representative at the Complaint Stage of the Grievance Procedure.
15. Under the supervision of the Section Manager, monitor performance and dispense discipline of Employees, and make recommendations to hire, discharge and promote Employees as required.
16. Be available for emergency stand by duty following established schedules.
17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation

listed therein.

18. Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- Successful completion of Secondary School from a recognized Secondary School with Canadian accreditation.
- Designation as a Certified Road Supervisor through the Association of Ontario Roads Supervisor (AORS) considered an asset.
- Completion of a college diploma in a related field from a recognized Community College with Canadian accreditation considered an asset.
- Industry specific courses/seminars relating to road maintenance activities considered an asset.

Experience:

- Minimum of five (5) years of related operations, construction and maintenance experience with at least one (1) year of responsible management supervisory experience in the co-ordination of work crews and work assignments as well as dealing with the general public.

Knowledge Of:

- Applicable legislation and related regulations.
- Industry best practices and common policy within a Roads Operations environment.

Abilities To:

- Must be proficient in the use of Microsoft Word, Excel, and electronic mail.
- Must be familiar with computerized work order systems.
- Understand and meet the needs of customers.
- Achieve high standards for the Section.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Share power horizontally and vertically.
- Provide a stabilizing influence within the Section.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: (click to view)

[Competency Library - Level 2 Proficiency \(Supervisory\)](#)

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit

www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Friday, October 2, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](https://www.greatersudbury.ca/applicants-living-outside-of-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca