



Ressources humaines | Human Resources

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Public Works Foreman Position

Temporary administrative management position, full-time

Public Works Department

JOB POSTING

SUMMARY DESCRIPTION OF THE POSITION:

Under the authority of the Director of Public Works, the incumbent is responsible for planning and supervising daily activities throughout the Town, in collaboration with the department's other foremen.

The incumbent is responsible for managing the financial, human and material resources related to their activities. They must also handle any other requests falling under the responsibility of the Public Works Department.

Work location: 250 Bedbrook Street, Montreal West.

DETAILED DESCRIPTION

The main responsibilities of the incumbent will include, but are not limited to, the following:

- 1) Contribute to achieving the department's objectives;
- 2) Plan and prioritize the operations of their work teams;
- 3) Support the planning and coordination of work to be carried out;
- 4) Direct, assign and oversee the work of employees under their responsibility;
- 5) Ensure the execution and quality of the work;
- 6) Follow up on and complete requests within their sector;
- 7) Ensure compliance with and application of health and safety standards, the collective agreement and the Town's directives;
- 8) Be responsible for implementing occupational health and safety prevention programs;
- 9) Ensure that human resources are able to provide the expected contribution;
- 10) Ensure that the necessary materials and equipment are available to carry out planned work;
- 11) Ensure the proper use and maintenance of materials and equipment used by employees under their responsibility;
- 12) Take part, in rotation with the Foreman, in on-call duty for their service, where applicable;
- 13) Supervise subcontractors or contractors under their responsibility;
- 14) Perform any other related duties.



ADDITIONAL MANDATE:

This temporary position is intended to increase the department's production capacity while consolidating its achievements to strengthen its expertise. In this regard, the incumbent will be responsible for structuring and documenting knowledge to facilitate its transfer. They will also be called upon to collaborate with senior management in developing a plan to maintain the knowledge and practices associated with the foreman function.

REQUIRED SKILLS AND QUALIFICATIONS:

The incumbent must hold a college diploma. They must also have a minimum of three (3) years of relevant experience and knowledge of the municipal and unionized environment. Any combination of education and experience deemed relevant and equivalent will be considered.

The incumbent must also:

- Hold a valid Class 5 driver's licence;
- Speak and write in French and English;
- Hold all certifications required for the position, including the ASP Construction card;
- Be able to read and properly interpret plans, specifications and tender documents;
- Have experience supervising municipal infrastructure construction work;
- Be able to write clear and concise reports;
- Be proficient with job-related computer software and comfortable using the Windows Office environment;
- Have good knowledge of project management;
- Demonstrate a strong sense of organization, leadership, autonomy and ability to work well as part of a team;
- Demonstrate strong analytical, synthesis and problem-solving skills;
- Demonstrate skills in human resources management, planning and budget control;
- Be customer-service oriented and demonstrate tact and courtesy;
- Be available for on-call periods.

Anyone wishing to apply must send their résumé, along with a cover letter*, by email to the following address: rh@montreal-ouest.ca.

Please note that only selected candidates will be contacted. References will be required.

This position requires the ability to provide services to both French-speaking and English-speaking clients.

**The cover letter must be written according to the following language ratio: 50% of the text in French and 50% in English.*

In the event of any discrepancy between the English and French versions of this job posting, the French version shall prevail.