

The Corporation of the Township of Jocelyn

3670 Fifth Side Road

Hilton Beach, ON, P0R 1G0

admin@jocelyn.ca

705-246-2025 www.jocelyn.ca



Employment Opportunity

Job Title: Public Works Foreperson (Working)

Remuneration: Benefits (100% covered by the Corporation), OMERS Pension, Salary will be in the range of \$72,800-\$83,200, based on the successful candidate's qualifications, skills and relevant experience.

The Corporation of the Township of Jocelyn is seeking a dynamic and multi-faceted person to fill the position of Public Works Foreperson (PWF-Working). As the main point of contact for Public Works matters, the selected candidate will be required to communicate effectively and professionally with staff, council and members of the public. The ideal candidate will lead the day-to-day operations of the Public Works Department. Key areas of responsibility include roads and bridge maintenance, asset and other grounds maintenance, project management, fleet management and winter control operations. The PWF co-ordinates and monitors daily, weekly, monthly and yearly operations, ensures supervisor and safety components are met and responds to public inquiries on a regular basis.

The PWF is required to be on-call and work unusual/extended hours as required.

The full job description is available at <https://jocelyn.ca/employment-opportunities/> or by calling 705-246-2025.

Required Skills & Minimum Qualifications:

- Must have and maintain a valid "DZ" driver's licence with a clean driver abstract, including experience snowplowing highways/roads. "AZ" licence is an additional asset.
- Able to operate and direct maintenance on various pieces of equipment including but not limited to Dump Truck/Snow-plows, backhoe, tractor, excavator, etc.
- Thorough knowledge of the construction and maintenance of municipal roads, bridges and other related infrastructure including legislated requirements.
- Demonstrated management/supervisory, organizational and leadership ability.
- Grade 12 graduate

Preferred Qualifications:

- Post Secondary education in a field related to municipal infrastructure such as civil engineering or the successful completion of an equivalent professional training program such as the Certified Roads Supervisors (CRS-I, CRS-S) from AORS.

- Road School courses as provided by the Ontario Good Roads Association.
- Knowledge of all municipal services including roads, bridges, landfill, policies, fleet management, parks/cemeteries, etc..
- Minimum 5 years of experience in road maintenance, construction, or municipal public works.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act., CVOR record keeping.
- Certification in: Chainsaw, CPR/First Aid and/or Working at Heights, or a willingness to complete.
- Proficiency and experience with Microsoft Office Suite package.

Please submit your resume and cover letter **by 4:00 p.m. (local time) on Wednesday, April 22, 2026** to:

Public Works Foreperson (Working)
3670 Fifth Side Road
Hilton Beach, ON P0R 1G0

E-mail submissions with the subject line \"PWF\" are acceptable at admin@jocelyn.ca

We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted. Candidates are encouraged to inform of any accommodating requests. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

OFFICIAL JOB DESCRIPTION



Position Title: Public Works Foreperson (Working)

Key Responsibilities

- Lead, coordinate, and actively participate in road maintenance and construction activities, including but not limited to grading, ditching, culvert installation, patching, brushing, and winter control.
- Complete various labour-related tasks as directed by Senior Management.
- Provide day-to-day supervision, direction, and support to Roads/Public Works and Landfill staff.
- Manage, amend and create Standard Operating Procedures (SOPs) for the Public Works/Roads Department
- Undertake Building and asset maintenance (water testing, painting, landscaping, minor building repairs, etc.)
- Oversee and assist with the maintenance of Township-owned parks, cemeteries, and other lands.
- Safely operate municipal equipment including but not limited to tractors (with various attachments), loaders, backhoes, plow/sander trucks, trailers and other heavy equipment.
- Ensure compliance with health and safety legislation, policies, and safe work practices.
- Conduct daily safety talks and hazard assessments.
- Routinely inspect roads, drainage systems, and related infrastructure; identify and report maintenance & replacement needs.
- Respond to emergency situations, including after-hours call-outs.
- Maintain accurate records including timesheets, equipment logs, and work reports.
- Provide accurate and informative reports to Council, related committees and Senior Management to assist in effective decision making.
- Effectively manage budgets and assist with procurement of goods/services that pertain to Public Works and Roads.
- Liaise with residents, contractors, neighbouring municipalities, utilities, and other departments as required.
- Communicate professionally and respectfully with staff, Council, vendors and members of the public.
- All other duties as assigned.

Desired Qualifications

- Minimum 5 years of experience in road maintenance, construction, or municipal public works.

- Demonstrated supervisory or lead hand experience.
- Valid **Ontario Class DZ Driver's Licence** with a satisfactory driver's abstract (required). An AZ Licence is considered an additional asset.
- Strong knowledge of road maintenance practices, related legislation, and equipment operation.
- Familiarity with applicable health and safety legislation (OHSA).
- Ability to work independently and as part of a team.
- Effective oral and written communication and problem-solving skills.

Assets:

- Experience in a rural municipal environment
- Certified Roads Supervisor Certificate (CRS-I) (CRS-S)
- Working At Heights
- OTM Book 7 certification
- First Aid/CPR and other health & safety training

Working Conditions

- Expected to work 40 hours per week, typically being 8 hours per day, Monday to Friday.
- Outdoor work in all weather conditions.
- Physically demanding duties.
- Overtime, standby, and on-call availability required, particularly during winter operations.

What We Offer

- Salary will be in the range of \$72,800-\$83,200, based on the successful candidate's qualifications, skills and relevant experience.
- Comprehensive benefits package (100% covered by the Township)
- OMERS Pension Plan (with contributions matched by the Township)
- Ongoing training and development opportunities

Accessibility & Accommodation

The Township of Jocelyn is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.

Last Updated: April 09, 2026