



The Corporation of the Township of Algonquin Highlands

requires a

Public Works Foreman

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

Algonquin Highlands offers a competitive salary, excellent benefits package, Health and Wellness opportunities and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the existing position of Public Works Foreman. Reporting to the Public Works Supervisor, the Public Works Foreman is a working foreman position responsible for directing and supervising employees. This position requires experience in all aspects of the highways, bridges, and culvert construction/maintenance, employee/contractor oversight, job safety, and equipment maintenance.

The preferred candidate will possess the following qualifications:

- Grade 12 High School diploma.
- Certified Road Supervisor Certification preferred, or willingness to obtain, in accordance with the Association of Ontario Road Superintendents Certification Program.
- Valid Class DZ licence, AZ preferred, with clean driver's abstract.
- The incumbent must have a minimum of three (3) to five (5) years in progressively responsible related positions and experience in road maintenance and construction.
- Computer knowledge (Microsoft suite of programs, including email) would be considered an asset.
- The incumbent must have experience, or good working knowledge and understanding of road maintenance and construction practices, bridge and culvert maintenance, drainage, landfill and septage operations and practices, equipment and building maintenance.
- Strong knowledge of maintenance and operation of heavy equipment.
- Good understanding of all policy, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of equipment, all aspects of

public works maintenance/construction and landfills. Knowledge of cemeteries would be considered an asset.

- Strong supervisory and people management skills, the ability to work within a team environment, and possess strong motivational skills.

Salary Range: \$33.90 to \$38.14 per hour / 40 hour work week.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

Artificial intelligence (AI) is not used to screen, assess or select candidates.

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

Qualified candidates are invited to submit a cover letter and resume by **3:00pm on Friday, September 11, 2026** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0
Email – dmugfordguay@algonquinhighlands.ca

Complete job description follows.



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Public Works Foreman
DEPARTMENT: Public Works
LOCATION: Public Works Yard – Dorset and Stanhope
REPORTS TO: Public Works Supervisor

PURPOSE

Reporting to the Public Works Supervisor, the Public Works Foreman is a working foreman position responsible for directing and supervising employees, in the absence of the Public Works Supervisor. This position requires experience in all aspects of the highways, bridges, and culvert construction/maintenance, employee/contractor oversight, job safety and equipment maintenance.

RESPONSIBILITIES

- Acts as a supervisor in the absence of the Public Works Supervisor.
- Assists the Public Works Supervisor with the planning and coordination of daily public works department staff.
- Under the direction of the Public Works Supervisor, acts as a leader of work crews during maintenance operations, providing on-site leadership and direction to staff during assigned tasks and projects.
- Promotes staff participation and teamwork. Ensures maintenance crews are carrying out planned and scheduled work to desired quality levels.
- Under the direction of the Public Works Supervisor, monitors and documents daily departmental operations and responds to problems daily, including complaints by the public.
- Responds to the public in a professional, courteous and respectful manner both verbally and in writing.
- Keeps an up to date daily journal.
- Assists the Public Works Supervisor to ensure staff complete a daily duty sheet.
- Provides a variety of construction, snow/ice removal, maintenance and repair services.

- Ensures compliance with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures. Ensures that all personal protective equipment is worn when required.
- Ensures that all equipment is operated safely and in accordance with all policy, procedures, by-laws, Ministry guidelines, regulations and legislation, and is personally able to operate all equipment.
- Creates and executes work orders.
- Reports any defects to machinery, property or process to the Public Works Supervisor promptly.
- Ensures vehicles and machinery are kept in safe, neat, and tidy order.
- Assists the Public Works Supervisor in arranging for all repairs to be completed and orders parts as required.
- Keeps up to date records of equipment repairs, and parts inventory.
- Provides input and assists the Public Works Manager and Public Works Supervisor in the preparation of short and long-range planning, replacement scheduling, and maintenance projects.
- Provides the Public Works Supervisor with reports as requested both handwritten and in electronic format.
- Patrols all roads, landfills, parking lots and other public works areas, and records patrol findings, on a year round basis.
- Operates road machinery and performs all work as needed to complete scheduled public works programs.
- Under the direction of the Public Works Supervisor, ensures staff work within the Cemeteries Act and Township by-laws when working in the cemeteries.

HOURS OF WORK

The hours of work are:

May – October: 6:00 a.m. – 4:30 p.m. Monday to Thursday.

November – April: 6:00 a.m. – 2:30 p.m. Monday to Friday.

A half hour (1/2) unpaid lunch and two fifteen (15) minute paid breaks (1 morning and 1 afternoon) are provided.

Weekend and after-hours work may be required.

WORKING CONDITIONS

- Operates equipment and undertakes construction and maintenance projects in extreme weather conditions.
- Performs office duties as required.
- Heavy physical demands related to manual labour in construction and maintenance projects.
- Regular exposure to dirt, oil, grease, weather conditions and hazards related the position.
- Works shift work as required.

- Works on-call for emergency situations and weather events as required.
- Performs patrols as required.
- Works weekends particularly in the winter snowplowing season, as required.

EDUCATION

- Grade 12 High School diploma.
- Certified Road Supervisor Certification preferred, or willingness to obtain, in accordance with the Association of Ontario Road Superintendents Certification Program.
- Valid Class DZ licence, AZ preferred, with clean driver's abstract.
- Computer knowledge (Microsoft suite of programs, including email) would be considered an asset.

EXPERIENCE

- The incumbent must have a minimum of three (3) to five (5) years in progressively responsible related positions and experience in road maintenance and construction.

KNOWLEDGE AND SKILL

- The incumbent must have experience, or good working knowledge and understanding of road maintenance and construction practices, bridge and culvert maintenance, drainage, landfill and septage operations and practices, equipment and building maintenance.
- Strong knowledge of maintenance and operation of heavy equipment.
- Good understanding of all policy, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of equipment, all aspects of public works maintenance/construction and landfills. Knowledge of cemeteries would be considered an asset.
- Strong supervisory and people management skills, the ability to work within a team environment, and possess strong motivational skills.

IMPACT OF ERROR

Errors, incorrect judgment or otherwise, may result in serious legal or financial repercussions, health and safety concerns, injury or embarrassment to Township staff or the general public.