

Township of Southgate
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Staff Report HR2022-011

Title of Report: HR2022-011 Public Works Foreman & Fleet Manager Hiring
Department: Human Resources
Council Date: April 6, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-011 for information.

Background:

Under direction of the Public Works Manager, the Public Works Foreman & Fleet Manager will ensure that roads, other infrastructure and municipal property are maintained in a condition safe for public use. The Public Works Foreman & Fleet Manager will assist in the supervision of the Waste Resources & Diversion Management department staff as necessary. This position will supervise assigned staff in their daily activities ensuring safe work practices are maintained and will schedule work necessary for the maintenance of all rural roadways, facilities and equipment in the Township's fleet. The Fleet Manager's responsibilities will include decisions on equipment maintenance, equipment repairs, service record keeping, verification of pre-trip inspection logs, maintaining parts & supply inventories necessary to facilitate shop repairs, equipment maintenance and servicing by our vehicle operators. This position would assist in budget preparation, schedule weekly work plans for Team Leaders/Lead Hands and timely deployment of departmental staff on a daily basis.

At the February 16, 2022 Council Meeting the following amended resolution was passed:

Be it resolved that Council receive Staff Report HR2022-004 for information; and
That Council receive retirement letter from Phil Wilson and thank Phil for his years of service as Public Works Foreman and Fleet Manager; and
That Council approve and direct staff to post the job of Public Works Foreman and Fleet Manager internally and externally; and
That Council receive retirement letter from Doug Aitken and thank Doug for his years of service as Public Works Operator/Labourer; and
That Council approve and direct staff to post the job of Operator/Labourer internally and externally; and
That Council direct staff to post the one-year contract position of WRDM Team Leader internally and externally.

Staff Comments:

The position was posted internally and externally on February 17, 2022 with a closing date of March 4, 2022. Eight (8) resumes were received and reviewed, including two (2) internal candidates. Four (4) candidates were interviewed on March 14, 2022. John Watson was the chosen candidate and began in his new role March 21, 2022.

Financial Implications:

There are no financial implications associated with this report as this is an existing position approved in the 2022 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

Staff congratulate John on his promotion to Public Works Foreman & Fleet Manager.

Respectfully Submitted,

HR Approval: Original Signed By
Kayla Best, HR Coordinator

Dept. Head Approval: Original Signed By
Jim Ellis, Public Works Manager

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

None.