



Job offer
Foreman, public works, mechanics
for the public works and infrastructures department
Permanent
Hiring: October 2025

Located in the MRC Pays-d'en-Haut, the Municipality of Morin-Heights has nearly 4,900 citizens in an area of nearly 60 km², in full expansion.

The Public works and Infrastructures Department is made up of thirty dynamic, passionate and dedicated employees who serve its population and provide technical support in the execution of various projects and implementation of operations inherent to the Department.

JOB SUMMARY

Under the coordination of the Director of Public works and Infrastructures, the foreman plans, organizes, coordinates and leads the execution of all activities and maintenance works in order to ensure the sustainability of all installations, public works infrastructures and mechanical equipment, coordinates with his co-workers the available manpower and material resources as per the budgets authorized by the Council.

MAIN RESPONSIBILITIES

Coordination and supervision of regular work or subcontracted work for this division and staff supervision.

- Plans, dispatches and supervises daily activities of his team with regards to public works and mechanics;
- Plans snow removal operations, sanding, de-icing, loading and transportation of the snow towards the snow deposit site;
- Supervises the snow removal operations of the several parking lots;
- Produces reports in regards of snow removal/transportation of the snow;
- Controls rainwater runoff regarding snow melting;
- Determines work assignment as per available of personal and priorities;
- Supervises sweeping activities, mowing, paving, patching, lineaging of roads and others;
- Coordinates supply of abrasives, dust covering material, aggregate;
- Coordinates the maintenance of sedimentation basins, street grids and ditches;
- Ensures road leveling and reloading of gravel roads;
- Ensures road maintenance;
- Ensures road drainage;
- Has road signs installed and fixed when required;
- Hires and supervises professionals for specific maintenance and repair of equipment and municipal vehicles;
- Coordinates tree pruning and those fallen onto municipality property;
- Verifies staff worked hours and subcontractors under his supervision;
- Keeps his immediate superior aware of operations and key activities on the field and of all malfunctions related to work;
- Supports the Director in the planning of work to be done and submits prioritized recommendations;
- Participates in budget forecasts and staff evaluations;

- Determines technical problems and answers citizens' requests concerning his department and makes the necessary corrections;
- Meets with citizens and communicates with them to provide relevant explanations or information;
- Supervises the maintenance program with the mechanic;
- Follows up of on vehicle mandatory inspections (SAAQ, PEP) and under warranty maintenance;
- Works in close collaboration with the recreation department and other municipal departments;
- Ensures compliance to occupational health and safety standards;
- Recommends relevant further training for his team members, as needed;
- Answers various citizens' requests and makes the necessary corrections;

Required skills

- Have good communication skills and be able to relate information;
- Be of service to citizens;
- Be able to plan, manage and prioritize several simultaneous projects at once and work under pressure;
- Show initiative and good judgment;
- Have staff management skills and maintain good interpersonal relations;

REQUIREMENTS (employment criteria)

- College diploma in a related field or have 5 years of experience of equivalent responsibilities in the municipal field;
- Knowledge of a unionized environment and have managed teams in this type of environment;
- Class 5 driver's license;
- Occupational health and safety card, for construction site (preferably);
- Bilingualism;
- Management skills;
- computer skills (specifically Microsoft Office suite);

WORK CONDITIONS

- Remuneration on hiring according to skills and the Municipality's salary scale;
- Schedule: 4 and a half days per week; ending at noon on Fridays;
- Employment status : **Permanent**
- Start of employment : **October 2025**

The Municipality of Morin-Heights is an equal opportunity employer. Those interested may forward their resume as well as a letter of presentation by e-mail, before **July 31st, 2025** to travauxpublics@morinheights.com or to the address below. We will only contact the candidates selected for interviews. The use of the masculine gender is for the sake of conciseness only.