

Employment Opportunity



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Job Title Working Foreperson - (Temporary)

Department Public Works Department (PWD)

Summary The Town of Antigonish Public Works Department is seeking one (1) Working Foreperson for a full-time (40 hours per week), temporary contract position expected to run until October 31, 2026, with the potential for overtime.

The successful candidate will play a key leadership role in delivering sidewalk construction and rehabilitation projects, while also supporting broader Public Works operations, including water and sewer infrastructure. This position is ideal for someone who takes pride in leading by example and ensuring work is completed safely, efficiently, and to a high standard for the community.

- Accountabilities**
- Lead and supervise a crew of Public Works employees in the delivery of concrete-related projects, including sidewalk, curb, and gutter construction and rehabilitation.
 - Plan, organize, and coordinate daily work activities in consultation with the Working Supervisor or Manager of Public Works.
 - Provide on-site direction, training, and oversight to staff, ensuring work is completed safely and efficiently.
 - Operate a variety of Public Works equipment, including:
 - Excavator
 - Backhoe
 - Wheel Loader
 - Single axle and/or tandem truck
 - Street sweeper
 - Sidewalk plow
 - Support and participate in hands-on work activities, including:
 - Concrete sidewalk, curb, and gutter installation and repair
 - Road and street maintenance and repairs
 - Watermain and service lateral installation and repairs
 - Hydrant and water valve maintenance
 - Sanitary sewer collection system work
 - Ensure all work is carried out in compliance with Provincial Occupational Health and Safety legislation, policies, and procedures.
 - Complete and/or oversee required safety documentation, including hazard assessments, traffic control plans, confined space permits, and daily job briefings.
 - Ensure proper traffic control is in place for all work zones, including signage, cones, and barricades in accordance with applicable standards.
 - Monitor crew performance and provide guidance, coaching, and support to ensure quality and productivity expectations are met.
 - Identify and report safety concerns, operational issues, and resource needs to the Manager of Public Works.
 - Coordinate with other Town departments, contractors, utilities, and service providers as required.
 - Support water and sewer operations, including emergency response to infrastructure failures (e.g., water main breaks, storm events).
 - Ensure equipment is properly maintained, inspected, and operated safely; report deficiencies and coordinate repairs as required.
 - Maintain accurate records, including daily logs, work activities, and safety documentation.
 - Promote a safe, respectful, and productive work environment.
 - Follow direction from the Manager of Public Works.
 - Perform other related duties as assigned.

- Skills, Capabilities and Experience**
- Grade 12 education or equivalent.
 - Valid Nova Scotia Class 3 Driver's Licence is required.
 - Minimum of three (3) years of experience in municipal Public Works operations or similar field experience.
 - Demonstrated experience leading or supervising crews in a construction or municipal environment.
 - Strong working knowledge of municipal infrastructure, including:
 - Concrete sidewalk, curb, and gutter installation and repair
 - Road and street repairs
 - Watermain and service lateral repairs
 - Hydrant and water valve maintenance
 - Sanitary sewer collection systems
 - Proven ability to safely operate heavy equipment used in Public Works operations.
 - Strong understanding of workplace health and safety practices, including hazard identification and mitigation.

- Experience completing safety documentation such as hazard assessments, traffic control plans, and permits.
- Ability to plan work, prioritize tasks, and manage crew productivity in a fast-paced environment.
- Strong communication and leadership skills, with the ability to provide clear direction and maintain positive working relationships.
- Ability to complete job-related documentation and maintain accurate records.
- Basic mechanical aptitude, including the ability to identify equipment issues and support minor repairs.
- Ability to work in physically demanding conditions and in varying weather environments.
- Ability to obtain and maintain Nova Scotia Environment Operator Certification is considered an asset.

You should also have the following courses (or willing and able to obtain them upon employment):

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| • First Aid/CPR, | • Confined Space Entry, |
| • Traffic Control Person, | • Fall Protection, |
| • Temporary Workplace Signage, | • Trenching & Excavation Safety |
| • Heavy equipment operation certifications | |
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Salary and benefits

Pay is competitive and established through our Collective Agreement and IBEW Local 1928. Hours of work are Monday to Friday 8:00 am to 4:30 pm. (40 hours per week). Overtime, and call-out work may be required, including evenings and weekends.

Reporting To

Manager of Public Work

Important Dates

Opens: March 26, 2026

Closes: April 17, 2026, 4:30 p.m.

This competition will remain open until 4:30 p.m. on April 17, 2026. Applications will be reviewed as they are received, and interviews may be scheduled prior to the closing date. All applications received by the closing date will be considered.

Application

Online: To apply for this position, please submit your cover letter and resume to our Indeed job posting or scan the QR code: <https://ca.indeed.com/job/working-foreperson-e69e674f72428715>

Email: Submit cover letter and resume to jobs@townofantigonish.ca. State the position title and your first and last name in the subject line.

Drop off at Town Hall: Drop off a printed copy of your cover letter and resume to the Front Desk at Town Hall (M-F; 8:30am to 4:30pm). Please indicate which position you are applying for.

Applications submitted beyond the closing date and time will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.

The Town of Antigonish is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, including those in traditionally underrepresented groups