



## **TOWN OF GANDER**

### **Construction Inspector/Seasonal Winter Operations Foreperson**

### **Competition # TOG2025-011**

The Town of Gander is currently accepting applications for a full-time permanent Construction Inspector/Seasonal Winter Operations Foreperson position within the Planning and Public Works Department.

#### **POSITION IDENTIFICATION**

The Construction Inspector & Winter Operations Foreperson is responsible for overseeing municipal construction projects during the summer season and supervising snow and ice control operations during the winter season. The incumbent ensures compliance with construction standards, specifications, and safety regulations, while also coordinating staff, equipment, and resources to deliver effective public works programs year-round.

#### **DUTIES & RESPONSIBILITIES**

##### **Construction Inspector (May – November)**

Inspect construction progress to ensure procedures and materials comply with specifications and standards; Observe work in progress to verify conformance with requirements, workmanship, quantity control, and quality assurance; Ensure compliance with contract documents and specifications; Arrange for independent laboratory testing of materials; Review contract plans and specifications for compliance with construction standards and project requirements; Coordinate with consulting engineers, contractors, and supervisors regarding project issues; Prepare accurate and comprehensive daily reports on construction progress; Maintain files and records of construction documents and activities; Perform field surveys using standard survey techniques (level, total station, RTK GPS); Adhere to Occupational Health & Safety (OH&S) policies and regulations; Report incidents to OH&S Advisor for investigation; Respond to inquiries from contractors, developers, and the public in a professional manner.

##### **Seasonal Winter Operations Foreperson (December – April)**

Schedule and supervise Public Works employees including heavy equipment operators; Hold daily meetings with assigned staff; Process and authorize leave requests and bi-weekly timecards; Monitor streets, sidewalks, and public areas to ensure timely response to adverse road conditions; Ensure drainage problems are resolved effectively; Ensure visibility of street and speed signs by removing obstructions; Receive and investigate public complaints, providing timely solutions; Identify and schedule repairs to asphalt, gravel shoulders, curbs, and sidewalks; Manage and interpret the Collective Agreement effectively; Provide constructive feedback and performance management to staff; Use the Town's GIS system to troubleshoot problems and evaluate solutions; Participate in accident investigations (internal and external); Work with Buyer to ensure timely ordering and delivery of parts and supplies, practicing cost-saving measures; Participate in operational planning, including the Annual Snow Plan; Participate in winter on-call rotation and serve as backup to other supervisors.

##### **General Year-Round Responsibilities**

Ensure all municipal policies and procedures set by Council are adhered to; Exercise sound judgment to ensure safe work practices at all times; Perform other related duties as assigned.

#### **WORKING CONDITIONS**

Availability may be required 7 days per week, including overtime and alternating from 1 week of day shifts to 1 week of night shifts; Travel to various construction sites and municipal locations required; Work performed both indoors and outdoors, in varying weather conditions (rain, snow, heat, cold); Exposure to hazards associated with construction sites, chemicals, noise, and heavy equipment; Physical dexterity required, including walking, bending, kneeling, lifting, standing, and climbing; May be required to work at heights, in confined spaces, and inclement weather.

#### **EDUCATION & TRAINING REQUIRED**

Post-secondary 3-year diploma in Construction-related field, Civil Engineering Technology or combination of training and experience. Progressive experience totaling 5 years in civil construction, inspection, supervisory/managerial field preferably in public works or municipal operations. Comprehensive knowledge of civil construction methods, materials, and applicable codes/standards (roads, water, sewer, subdivision design); Experience with municipal snow clearing operations is considered an asset; Proficiency in Microsoft Office 365 and GIS systems.

**OTHER REQUIREMENTS**

Ability to read and interpret plans and specifications; Valid Class 5 Newfoundland and Labrador Driver's License and clean driver's abstract; Additional licenses in Classes 3, 8, and 9 considered an asset; Clear certificates of conduct (RCMP Criminal Record Check, Provincial Court Check) and medical certificate required; Excellent leadership, communication, and problem-solving skills; Demonstrated ability to work independently with minimal supervision.

**SALARY:** Non-Unionized position, 40 hours/week - \$36.17/hour - \$41.34/hour

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before Monday, January 12, 2026, to the attention of:

**Human Resources**  
Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7  
Email: [humanresources@gander.ca](mailto:humanresources@gander.ca)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.