



SHAPE THE Future



Correction - 172716 - Bridge Maintenance Foreperson (May - October) - Department of Transportation, Infrastructure and Energy - Permanent

Government of PEI

355 Brackley Point Road, Brackley, Prince Edward Island C1E 3C2

1 Position available

Published on: April 16, 2026

Expires on: June 30, 2026

JOB DESCRIPTION

The Department of Transportation, Infrastructure and Energy is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The primary purpose of this position is to lead and supervise the bridge maintenance crew(s), employed by the department, to conduct maintenance and repairs to various highway structures which are located throughout the province. The incumbent shall be considered a working foreperson. Assignments are received from the Bridge Maintenance Manager or Assistant Bridge Maintenance Manager, and performance is reviewed through on-site inspections

Duties will include but are not limited to:

- Instructing and directing maintenance workers in the repair work to existing structures;
- Responsible for creating standard operating procedures for various maintenance activities that may arise;
- Responsible for giving instructions and ensuring that all personnel adhere to said standard operating procedures;
- Assigning personnel to address non-routine tasks;
- Carry out work assignments as identified by the Bridge Maintenance Manager;
- Ensuring sufficient tools, equipment and materials are available to complete the works as required;
- Supervising all aspects of maintenance projects for the entire provincial bridge network;
- Applying concrete repair, timber repair, steel repair techniques for any given project;
- Instruct staff on proper maintenance techniques for any given material on the highway structure network (concrete, timber, metal);
- Directing, assigning and monitoring work by contracted forces for work required around structures;
- Ensuring work is conducted in accordance with Specifications or standard operating procedures;
- Ensuring payroll records are accurate;
- Maintaining records of rental equipment;
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Job type

Permanent / Full-time
Work shifts:

Day
Work schedule:

40 hrs /week
Work location

On site
Unionized:

Yes

Additional information

Job Opening ID:
• 172716

Department:
• Transportation and Infrastructure

Division:
• Capital Projects

Location:
• Charlottetown

Pay Level:
• 12

Hourly Salary Range:
• \$31.71 - \$37.18

Employment Type:
• Permanent

Employment Percentage:
• 57% (May to October)

Closing Date:

Maintaining records of contractors hired to assist with the work;

- Maintaining accurate equipment maintenance records;
- Maintaining safety record as it related to confined spaces and working over water, working around height, etc.;
- Maintaining accurate maintenance records for each structure, including what was replaced/repaired, what material was used, what procedures were followed, etc.;
- Catalogue rehabilitation and maintenance work through photographs and provide to the Manager of Bridge Maintenance (or Assistant Manager) at regular intervals;
- Create and maintain Standard Maintenance Procedures for future reference by staff and management;
- Plan for future years maintenance works based on information from management or engineering team;
- Other related duties as required.

Minimum Qualifications:

- A post-secondary diploma in a related field or successful completion of a certificate of Trade Qualifications as issued by PEI Government supplemented by Red Seal Endorsement, Carpentry is preferred.
- Considerable experience in construction industry.
- Considerable experience in concrete and timber repair methods.
- Considerable experience in repairs to aluminum and/or steel structures.
- Extensive experience with the use of a variety of handheld power tools.
- Experience in supervisor role.
- Must have good communication skills (written and oral).
- Must have good organizational skills.
- Must have or be willing to obtain WHIMIS and Confined Space training.
- Must have or be willing to obtain First Aid and/or CPR training.
- Must be willing to take the Traffic Control Managers course.
- Must have access to reliable transportation and hold a valid Prince Edward Island driver's license with an acceptable drivers abstract.
- A good previous work and attendance record is required.
- Good working knowledge of other computer software packages (Word, Excel, CADD, etc.) is preferred.
- Awareness of Departmental policies and procedures and additionally related to the Capital Projects Division is preferred.
- Must be able to work independently without direction; ability to self-prioritize workload.
- Ability to focus on attention to detail when required based on situation.
- Ability to multi-task and have good time-management skills.
- Ability to work under pressure, make sound decisions, and meet time deadlines.
- The successful incumbent must provide a current and satisfactory Criminal Records Check, prior to employment.
- The successful incumbent must provide a current hearing test, prior to employment.

Other Qualifications:

- Experience and knowledge of bridge or marine structures would be considered an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office,

• Tuesday , June 30, 2026 4:00 p.m.

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

Required documents

- Resume

Optional documents

- Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

- Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have " .

- Other

ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



Eligible for paid vacation and sick leave, as per the UPSE Collective Agreement



Health and dental benefits



Employee assistance program



Pension Plan