

	Public Works Foreman Job Description	Department	Public Works
		Date Approved	November 2024
		Revised	

REPORTS TO: Chief Administrative Officer

REPORTS: Lead Hand/Labourers/Seasonal and Part Time Staff

Accountability/Responsibility

Under the general direction of the Chief Administrative Officer, the incumbent is responsible for organizing and directing all public works and infrastructure-related functions.

In consultation and approval from the Chief Administrative Officer, the position has the authority to proceed to the written warning stage of the progressive discipline system for department employee for actions that could result in a major loss of time or resources and seriously impact the Village's public image.

Primary Duties:

1. Assist in developing, implementing and evaluating a maintenance management program for public works-related functions and equipment.
2. Assists in identifying and preparing multi-year capital project plans and budgets and annual operating budgets. Oversees all public works capital projects and monitors, controls and authorizes spending within the limits of the approved budget and assigned purchasing authority.
3. Order and purchase supplies, manage and control inventory and equipment within the limits set by policy, and recommend the approval of purchases above those limits.
4. Assist in developing policy, procedures, and programs for accomplishing approved operational objectives, including developing methods, standards, staff scheduling, and reporting systems to effectively deliver municipal services.
5. Develop daily, weekly, monthly and annual staff work plans and staff work schedules to ensure maintenance and coverage match operational requirements.
6. Directly supervises all staff assigned to the Department and provides onsite supervision and performance evaluation of staff.
7. Directs the maintenance, repair and cleaning of all hydrants, lift stations, rinks, streets, roadways, culverts and signage within the Village.
8. Complete operation and general maintenance of all equipment including the half-ton trucks, loader, gravel truck, backhoe, skid steer, garbage truck and any other pieces of equipment owned by the Village to ensure it is kept in good working order.
9. Directs and ensures preventative maintenance and repairs to Village owned equipment and buildings as required.
10. Mobilize and direct the department's resources to address and resolve critical incidents or emergencies, including equipment or infrastructure breakdown and adverse weather conditions.

11. Establish and maintain an occupational health and safety program to ensure that department activities comply with all professional standards and legislative requirements.
12. Ensures all Workplace Safety and Health standards are followed and that employees wear all assigned personal protective equipment and maintain the same in proper condition for use.
13. Ensure staff complete work safely, adhering to safety standards.
14. Supervise and responsible for ensuring all work performed by municipal staff or outside contractors hired by the Village is completed to the established standards and specifications.
15. Participates and organizes in all safety training, orientations, meetings and ongoing training.
16. Ensure that appropriate and accurate records of work performed are generated, maintained and securely stored for future reference.
17. Complete and submit timesheets to supervisor for verification and approval.
18. Fill in all forms in a neat and legible manner, including those required for record keeping.
19. Foster and maintain a positive working atmosphere and relationships with all staff.
20. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

- Completed Grade 12 and a minimum of two (2) years of supervisory or management experience in a municipal public works setting.
- Certificate in water treatment, water distribution, wastewater treatment and wastewater collection as required by Water Security Agency of Saskatchewan and any other Saskatchewan Department as may periodically change. If not required, would still be considered an asset.
- A valid Saskatchewan Class 5 with Air Endorsement and the provision of a driver's abstract annually is required. A Class 1 driver's license would be an asset.
- WHMIS, first aid and CPR training is required.
- Demonstrated proficiency in English, both written and verbal.
- Experience in heavy equipment operation including but not limited to Excavator, Grader, Backhoe, Dozer, Scraper, Skid-steer, Sanding truck/Snowplow, Tractor/Mower, Semi-tractor/trailer unit with gravel trailer, Track hoe, Loader, Mulcher, Packer and other equipment typical of a Public Works department. May be required to operate heavy equipment.
- Knowledge of basic care and maintenance of vehicles and equipment is required.
- A practical knowledge of the operation, care, and maintenance of small tools/equipment, hand tools, small equipment, safe work practices under Occupational Health and Safety, and basic mechanics is required.
- Ability to manage time efficiently and effectively.
- Knowledge of Saskatchewan's *Employment Act and Occupational Health and Safety Act*.
- A Criminal Record Check is required.

Unique Position Requirements

- Work week and schedule may vary. The position may involve working evenings and weekend shifts and rotational on-call shifts over weekends and statutory holidays as required. This position is required to be on call every third weekend.
- May be required to respond to emergency situations.
- Working conditions contain moderate risks requiring planned safety precautions for limited periods and may be subjected to inclement weather when conducting site inspections.
- May be required to attend evening meetings and all regular or any special Council meetings as scheduled.

- Knowledge of current legislation (workplace safety & health, employment standards, water and wastewater, environment, etc.), municipal budgeting, road construction and drainage systems.
- Must be able to work in a team environment; interact positively with supervisors, other staff, and with the general public.
- Excellent communication and customer service skills.
- The incumbent may work directly with or be aware of confidential information in the course of their job duties and is expected not to disclose or use any confidential information in any manner for any purposes other than the proper discharge of their duties and responsibilities for the employer. Confidentiality is to be maintained at all times during, as well as after termination of employment for any reason.

Computer software and equipment use:

Microsoft Outlook, Word, and Excel and similar applications, cell phone and two-way radio.

Incumbent

Chief Administrative Officer

Date