

THE VILLAGE OF WARFIELD

PUBLIC WORKS FOREMAN – JOB DESCRIPTION

POSITION SUMMARY:

The Public Works Foreman (WF) is the most senior position in the Village's Public Works Department and possesses the required experience and qualifications to manage and lead the department. Under the direction of the Chief Administrative Officer (CAO) or designate, the WF is responsible to oversee and supervise the operation and maintenance of all public works services and facilities, civic buildings, utilities and public works staff. The WF hires, liaises with, and provides direction to external contractors. The WF manages the Public Works Department's Health and Safety Program. The WF performs duties in public works as required.

RESPONSIBILITIES:

1. Directs the overall operation of the Public Works department, including public staff, all services and facilities the department is responsible for.
2. Prepares and makes recommendations regarding the Village's annual and five year operating budget and capital works program. Monitors results against the approved budget. Reports on variances between actual results and the approved budget.
3. Instructs, schedules, directs and supervises the work of public works employees. Provides feedback, coaches and monitors the performance of public works employees.
4. In conjunction with the CAO, hires new staff. Identifies and brings forward disciplinary or performance concerns.
5. Compiles performance reports and maintains a schedule of all Public Works activities. Provides weekly and monthly work plans to the CAO that outlines specific activities to be undertaken, including resources required. Ensures that plans advanced are consistent with the approved budget.
6. Inspects, plans, and directs the maintenance of all equipment, facilities, and infrastructure for proper operation. Initiates any required repairs, adjustments, or preventative maintenance. Reports any problems that may impact the Village's infrastructure, services provided or operations.
7. Responsible for all safety related issues including, but not limited to the development, implementation and maintenance of a coordinated Health and Safety Program. Provides direction and undertakes workplace assessments and inspections to ensure compliance with the Village's safety program and legislation.
8. Makes recommendations and assists with the development of departmental policies and procedures. Understands and ensures compliance with approved Village and departmental policies.
9. Orients and onboards all new employees. Identifies and initiates training and orientation of all employees. Monitors employee credentials and ensures that all specific qualifications are current and up to date.

10. Manages and maintains the Village's Asset Management inventory and system with other Village staff and consultants.
11. Assists with the preparation of tender and contract documents; co-ordinates, administers and supervises all contractors hired on behalf of the Village.
12. Assists with the operation of the Village's outdoor public swimming pool including preparing the pool for use each year, works with aquatic staff during the swimming season and overseeing the shutdown and winterizing the facility at the end of the season.
13. Oversees and keeps records of the inspection of all infrastructure used by the public in consideration of efficient operation and the potential for liability exposure. Makes recommendations or oversees repairs when issues are identified.
14. Develops operational reports for other governments. Direct contact for issues relating to Public Works.
15. Researches details for capital projects and participates in design and budget development.
16. Responds to public enquiries or complaints in a timely fashion. Provides information to the CAO and administrative staff when required.
17. Participates with the development and upkeep of all maps and service records. Ensures that documents are modified to recognize changes and upgrades following the completion of service repairs or other changes to the Village's infrastructure.
18. Responsible for the overall operation of the sewer collection and water utility distribution. Liaises with the contract operator of the Villages water treatment plant.
19. Responsible for the maintenance, construction, and safety all roads, streets and lanes. Coordinates and ensures the appropriate level of service is provided in the winter months.
20. Responsible for coordinating the Village's Invasive Species program as part of working with other agencies to develop an annual remediation plan.
21. Responsible for the maintenance and operation of all recreational facilities within the Village including the parks, boulevards, and flowerbeds.
22. Responsible for the making purchases consistent with the Village's purchasing policy and budget. Verifies and approves invoices and submits for payment with proper documentation.
23. Verifies and sign the timecards for public works employees. Administers the Collective Agreement as required when approving timecards.
24. Operates equipment. Ensures adequate maintenance of the public works compound. Maintains an inventory of tools, ensures proper safeguarding and control.
25. Attends meetings when required by the CAO, which may include Council meetings.
26. Preparation and monitoring of performance objectives, including the development of objectives for the coming year and detailing accomplishments for the year just ended.

27. Maintains a system to control the purchase of materials that are included in inventory.

28. Required to be on-call in accordance with a rotating schedule shared amongst other public works employees.

29. Performs other duties as required

REQUIRED QUALIFICATIONS

1. Grade 12 education supplemented with post-secondary education in engineering, other related public works training and/or is a journeyman mechanic, electrician or carpenter.
2. A minimum of 5 years working in a municipal public works or equivalent. A minimum of 3 years working in a supervisory capacity.
3. Demonstrated experience and competency writing technical reports, letters, and memoranda.
4. Demonstrated computer skills, including but not limited to MS Office, GIS, Vadim accounting software and other software related software.
5. Ability to read and interpret engineering plans, maps, and blueprints.
6. Demonstrated ability and experience to diagnose and deal with operational problems by applying appropriate analysis and rationale and developing creative and effective solutions.
7. A valid Class 5 B.C. driver's licence supplemented with air brake endorsement.
8. A minimum Level I Wastewater Collection Certification as defined by the Environmental Operators Certification Program.
9. A minimum Level II Water Distribution Certification as defined the Environmental Operators Certification Program.
10. Chlorine handling certification (preferred).
11. Necessary experience, ability and licensing to operate heavy equipment.
12. Knowledge of the occupational hazards, safety and health precautions, and first aid techniques; Good working knowledge of WorkSafe BC Regulations.
13. Ability to communicate effectively with employees, staff, contractors and the public.
14. A minimum of Level 1 Occupational First Aid Training.
15. Other related training and/or certification for systems within the incumbent's areas of responsibilities.

TERMS AND CONDITIONS

The position is within the Bargaining Unit – CUPE, Local 2087. Employment conditions are defined in the Collective Agreement between the Village and CUPE.