

Job Title: Public Works Foreman

Job Category: Public Works

Department/Group: Operations
Location: Hardisty
Travel Required:
Level/Salary Range: \$68,640 - \$83,200/yr
HR Contact: Chief Administration Officer

Applications Accepted By:
Fax or E-mail:
(780)888-2200 sandy@hardisty.ca
Subject Line: Public Works Foreman
Attention: Chief Administrative Officer – Public works Foreman
Mail:
Town of Hardisty
Attn: Chief Admin. Officer – Public Works Position
PO Box 10
Hardisty, AB T0B 1V0

FUNCTION/PURPOSE:

Reporting to the Chief Administrative Officer, the Public Works Foreman will administer and oversee construction, maintenance and operational activities of roads, utilities, buildings and other assets of the Town. The Public Works Foreman will be responsible to ensure the efficient operation of all aspects of Public Works, including municipal utilities, services and equipment and ensure the compliance of the Town’s safety policies.

KEY RESPONSIBILITIES

- Manage the Public Works Department Budget and assist with the preparation of annual Operating and Capital Budgets.
- Oversee and motivate public works staff.
- Prioritize projects and workloads.
- Assist the department in a “hands on” capacity on a regular basis.
- Purchase of equipment and supplies in accordance with municipal policies and annual operational budgets.
- Respond to public complaints and concerns in a timely and professional manner.
- Ensure Safety and Risk Management policies and procedures are adhered to as they relate to public works.
- Schedule daily maintenance and repair programs of municipal owned infrastructure.
- Issue purchase orders in accordance with municipal policies.
- Review and approve departmental invoices, submit crew and hired equipment timecards for payroll processing, etc.
- Inventory control, record keeping and reporting.
- Keep up to date on appropriate technological advancements in industry and recommend/implement changes to improve departmental efficiencies.
- Ensure the municipal fleet of vehicles and equipment is properly maintained, repaired and ready for use at all times.
- Assist in achieving short and long term public works operational objectives.

- Performs other duties necessary for the efficient operation of the public works department.
- Respond to after-hour callouts as necessary.
- Notify the public of interruptions in services resulting from maintenance and/or capital projects.
- Liaise with volunteer groups and co-ordinates public works assistance.
- Maintain compliance with all regulatory bodies and in particular Alberta Environment & Sustainable Resources to the operating of water and wastewater services within the Town of Hardisty.
- Other duties as required.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

- Minimum five (5) years of progressive experience related to municipal engineering and construction; with a working knowledge of project management, municipal codes and regulations.
- Ability to successfully deal with multiple priorities, be flexible, and problem solve under pressure and in a fast paced environment.
- Ability to confidentially exercise considerable judgement and make sound decisions that reflect well on the department and organization as a whole.
- Proven supervisory and team leadership skills.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- Exceptional written, interpersonal and communications skills.
- Computer proficiency (Microsoft Word and Excel).
- Ability to understand detailed engineering/construction plans.
- Cost estimating experience related to public works operations.
- Exceptional public relation skills and the ability to act professionally when dealing with the general public.
- Exceptional time management skills.
- Ability to work closely with staff, suppliers, contractors and the general public.
- Be tactful, respectful and professional when interacting with staff, contractors and suppliers.
- Current knowledge of Alberta WCB regulations and requirements as they relate to municipal public works operations.
- Ability to build and maintain positive working relationships with other departments, outside agencies and the public.
- Knowledge of principles of water chemistry, biology, physics and hydrology as they relate to the storage of water, wastewater and distribution systems.
- Must hold a minimum of a Level 1 Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

RISK MANAGEMENT AND SAFETY

- It is the responsibility of the Town of Hardisty employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.
- Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.

- Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Town of Hardisty Safety Manual

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

EDUCATION AND EXPERIENCE:

Completion of grade 12 or equivalent

Post Secondary education related to construction, civil engineering or a related field would be considered an asset.

Experience as an assistant foreman, lead hand or equivalent

Valid Standard First Aid/CPR Certificate

Valid WHIMS certificate

Valid Class 3Q Driver's License

Level 1 Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

PREFERRED SKILLS:

Strong analysis skills

Strong understanding of water, wastewater systems to be able to troubleshoot problems in the systems.

Strong computer skills in both Microsoft Office and industry related software, such as SCADA and leak detection programs (metering systems)

Ability to operate a variety of equipment in a safe and effective manner related to water & wastewater servicing.

Common Service work unrelated to water & wastewater operations including the operation of equipment used for snow removal, road maintenance & park maintenance.

Project management skills and effective communication in a team related environment.

WORKING CONDITIONS:

- Ongoing interruptions, traffic/driving, adverse weather conditions, working alone
- Identified job hazards: Dealing with angry people, working alone, heat, cold, lifting, bending, and around the following conditions: mechanical, electrical, fume/odor chemical exposure, dust and noise.
- Potential for exposure to infectious substances (bio hazardous substances)
- Additional hours based on operational demands
- Ability to lift and or move up to 50 pounds
- Rotational evening and weekend on call shifts

Reviewed By: Sandy Otto – CAO
Date: February 16th, 2016
Approved By: Council
Date: February 23rd, 2016
Last Updated By:
Date/Time: