



JOB DESCRIPTION

POSITION TITLE: MUNICIPAL OPERATIONS FOREMAN

REPORTS TO: Municipal Operations Manager

REPORTS: Equipment and Utility Operators, Parks and Recreation Operators, Transfer Station Operator, Seasonal Labourers

Date APPROVED:

Date REVISED:

PRIMARY DUTIES:

1) Supervision of Staff and Works

- a) Directly supervises all staff assigned to the Department to ensure the work being performed is completed to the established standard.
- b) In consultation with the Municipal Operations Manager, develops daily, weekly, monthly and annual staff work plans and staff work schedules.
 - i) Areas that concern recreation will be done in close communication with the Recreation and Community Development Manager to ensure maintenance and coverage for Town owned or operated facilities matches scheduled programs.
- c) Supervises contractors in the performance of work contracts and ensures that the Town standards and construction specifications are adhered to.

2) Operations and Maintenance

- a) Ensures that appropriate and accurate records of work performed are generated, maintained and securely stored for future reference.
- b) Ensures that Town equipment is kept in good working order and ensures regular maintenance is performed on all equipment.
- c) Directs the installation, maintenance and operation of all water and sewer infrastructure including supply, distribution, treatment and any associated facilities.
- d) Directs the installation, maintenance, repair and cleaning of all streets, lanes, roadways, lighting and signage within the Town.
- e) Directs the maintenance of all town owned buildings and recreation facilities.
- f) Directs the maintenance of all parks, playgrounds, green spaces, cemeteries and sign corridors.
- g) Mobilizes and directs the resources of the department to address and resolve any critical incidents or emergencies, including equipment or infrastructure breakdown and adverse weather conditions.
- h) Assists in the development, implementation and ongoing evaluation of a maintenance management program for all town owned buildings, facilities and infrastructure.

3) Health & Safety

- a) Establishes and maintains a program of occupational health and safety to ensure that department activities are conducted in full compliance with all professional standards and legislative requirements.
- b) Ensure staff complete work in a safe manner, adhering to safety standards.

- 4) Financial & Budgeting
 - a) Assists with ordering and purchasing of supplies and equipment, within the limits set by policy, and recommends any required purchases above those limits.
 - b) Assists in the identification and preparation of multi-year capital projects and budgets and annual operating budgets.
- 5) Policies & Procedures
 - a) Assists in the development of policy, procedures and programs for accomplishing approved objectives, including the development of methods, standards, scheduling and reporting systems for an effective delivery of municipal services.
- 6) Fosters and maintains a positive working atmosphere and relationship with all staff and management.
- 7) Performs other duties as assigned.

SPECIFICATIONS:

Experience & Qualifications

- 1) Minimum Grade 12
- 2) A minimum of two (2) years supervisory or management experience in a municipal public works and/or parks and recreation setting.
- 3) Certificate in water treatment (Class 2), water distribution (Class 2), wastewater treatment (Class 2) and wastewater collection (Class 2).
- 4) Experience in heavy equipment operation including but not limited to: grader, loader, mowers, tractors and other equipment typical of a Transportation Services/Public Works/Parks and Recreation Department.
- 5) WHMIS training, First Aid and CPR training.
- 6) Knowledge of the Occupational Health and Safety Act of Saskatchewan.
- 7) Level 1 Arena and Pool Operator's Course.
- 8) Level 2 Arena Pool Operator's Course (Refrigeration) would be an asset.
- 9) Playground Safety Training would be an asset.
- 10) A valid Province of Saskatchewan Class 5 Driver's License.
- 11) Criminal records check and a child abuse registry check are required.
- 12) Ability to manage time efficiently and effectively.

Accountability/Responsibility

Under the general direction of the Municipal Operations Manager, the incumbent is responsible for the organizing and directing of all related works associated with transportation services, public works, water and sewer, recreation facilities, public parks and playgrounds, green spaces, cemetery, signing corridor and town owned buildings.

The position has the authority to proceed to the written warning stage of the progressive discipline system for department employees. Employee actions could result in a major loss of time and/or resources and have a serious impact on the Municipality's public image.

UNIQUE POSITION REQUIREMENTS

- 1) May be required to attend evening meetings and all regular or any special Council meetings as scheduled.

- 2) May be required to operate heavy equipment.
- 3) May be required to respond to emergency situations.
- 4) Work week and schedule may vary.
- 5) Working conditions contain moderate risks which require planned safety precautions for limited periods of time and may be subjected to inclement weather when conducting site inspections.
- 6) Knowledge of current legislation (workplace safety & health, employment standards, water and wastewater, environment etc.), understanding of municipal budgeting and knowledge of road construction and drainage systems.

EQUIPMENT OPERATED OR USED:

- Tractors, sprayers, mowers, rototillers, grass whippers, sweepers, skid steers, ice resurfacer, HVACs systems, dehumidification system, chilling system, pool filtration systems.
- Microsoft Outlook, Word, Excel and recreation facility maintenance related software.

Incumbent

Chief Administrative Officer

Date