

NATURE AND SCOPE OF WORK

The Public Works Fore(wo)man reports to the Director of Public Works and Utilities and is accountable for providing support and/or directly overseeing day-to-day operations management of Public Works staff. This encompasses various areas such as engineered projects, municipal construction and rehabilitation, fleet services, waste and recycling, as well as maintenance of public assets related to roads, signage, streetlights, water, sanitary and storm sewer systems.

Responsibilities include directing and supervising staff during both during regular hours and unscheduled times, participating in performance management, providing guidance and coaching to staff, and ensuring adherence to health and safety protocols. This role necessitates exercising significant independent judgment within approved budgets and departmental priorities.

DUTIES AND RESPONSIBILITIES

Without restricting the general nature and scope of the work, the following are illustrative examples of the duties which may be expected of the Works Fore(wo)man:

1. Advises staff on the interpretation, application, and administration of collective agreements and on the handling of union grievances.
2. Determine operational priorities in consultation with the Director.
3. Serve as a contact between consultants and contractors involved in Public Works projects.
4. Assist in the development, preparation, and monitoring of operating and capital budgets, manage and control approved fiscal allocations, approve major purchases and expenditures.
5. Must participate in the Public Works on-call rotation.
6. Must be available to respond during emergencies.
7. Monitor financial performance.
8. Ensure all activity reports, logs and maintenance reports are current and stored safely.
9. Prepare reports and estimates as required by the Director.
10. Maintain a supportive working relationship with the public and staff to resolve issues and concerns.
11. Act with independence within policy guidelines, legislation, and contracts.
12. Perform other related tasks as required.

REQUIRED KNOWLEDGE AND SKILLS

The Works Fore(wo)man is required to have the following knowledge, abilities, and skills:

1. Strong interpersonal skills and ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situation. Ability to effectively lead a team and work collaboratively. Deals effectively with disagreements and prevents the escalation of conflict.
2. Proven ability to use judgement to resolve complex problems; seeks solutions in alignment with the District's objectives and values. Ability to develop and revise procedures and plans to address problems and changing situations. Seeks to include staff in decisions that will impact them; works cooperatively to resolve differences of opinion.
3. Ability to supervise, coach and guide.
4. Extensive technical and practical expertise and thorough knowledge of municipal infrastructure.
5. Ability to effectively manage the construction of complex capital projects including an understanding of construction principles and methods.
6. Knowledge and experience with wide ranging public works equipment and practices
7. Knowledge of water and wastewater systems; operating policies, procedures and planning.
8. Knowledge and experience with roads, sidewalk, drainage, utility and other infrastructure maintenance management methodologies and practices.
9. Thorough working knowledge of applicable Federal and Provincial legislation and regulations, and Municipal bylaws and practices as they pertain to water and wastewater industry, and environmental management as it relates to water distribution and wastewater collection.
10. Proven contract administration and project management skills and excellent attention to detail including troubleshooting. Ability to develop, evaluate, and administer procurement processes and contracts including basic knowledge of law relating to contracts and tendering.
11. Ability to prepare clear written reports with recommendations supported by objective analysis. Knowledge of and demonstrated ability in core competencies, including; customer services, communication, teamwork, initiative, self-management, accountability, and motivation.
12. Excellent customer service when dealing with members of the public. Ability to deal with others with professionalism, courtesy, tact, while maintaining independence and objectivity.
13. Proficiency with standard office applications such as MS Office Suite
14. Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.

WORKS FORE(WO)MAN JOB DESCRIPTION

QUALIFICATIONS

1. Post-secondary degree or diploma in an Engineering related discipline is desired.
2. Five years managerial experience in Public Works and Utilities; individuals possessing equivalent combinations of training and experience may also be considered.
3. Possession of a valid British Columbia Class 5 driver's license.
4. Certification in water and/or wastewater operations through the Environmental Operators Certification Program is an asset.
5. Training in Leadership, Employee Relations and Local Government Management is an asset.
6. Project Management Professional (PMP) certification is an asset.
7. MMCD Contract Administration certification is an asset.

HOURS OF WORK

The normal workday shall consist of a scheduled period of eight (8) consecutive hours of work and the normal work week shall consist of five (5) consecutive days, followed by two (2) days off.

Overtime and participation in the standby rotation as required as required by the Director.

Must be available to respond to callouts when on the standby rotation.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
