

December 13, 2019

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: PUBLIC WORKS FOREMAN
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NATURE AND SCOPE OF WORK

Under the supervision of the Superintendent of Public Works, the Public Works Foreman provides day to day direction to the Public Works crew regarding the safe and efficient delivery of services provided by the Public Works Department.

The Public Works Foreman is an effective team member whose contributions assist in the delivery of department and organizational objectives.

TYPICAL DUTIES AND RESPONSIBILITIES

- May direct and work on all Public Works assignments, as assigned. Direction to staff may include work relating to all aspects of work relating to the transportation and utilities functions within Public Works.
- As a working foreman, operates and ensures the implementation of public works maintenance and construction programs
- Provides feedback to the Superintendent of Public Works regarding the performance of the Public Works crew
- In accordance with Town policies and Occupational Health and Safety Regulations, ensures that employees are working in a safe manner. Performs incident investigations as required.
- Assists the Superintendent of Public Works in scheduling employees
- Obtains quotes and with approval, purchases materials as needed
- Reviews attendance records, daily activity cards, contractor work, etc.
- Tracks and reports inventory that is used on a daily basis per Town procedures
- Provides reports on the results of work and participates in reviews of equipment and material needed for the function of the Public Works Department
- May investigate and respond to public service requests in accordance with Town policies and procedures.
- Looks for ways to optimize work through operational efficiencies, new technologies, and best practices
- Records and organizes inspection, repair, and maintenance data. Ensures inspection reports are completed related to municipal infrastructure.
- Operates equipment (trucks, loaders, backhoes, packers, etc.) as necessary to ensure efficient operations.
- Operates snow plowing and salting equipment as necessary during winter operations.
- Performs routine maintenance and inspection of vehicles (lubricating, fueling, changing attachments, etc.) as necessary

- Provides input on modifications or improvements to Public Works Department policies, procedures and practices to improve the functions and safety of the department's operations.
- Coordination of capital projects as performed by Town Employees.
- Respond to after hour emergency calls as required
- Rotational on call is required
- Performs other duties relating to the position as may be required from time to time.

REQUIRED KNOWLEDGE AND SKILLS

- Completion of Grade 12 or equivalent
- At least 7 years experience in municipal infrastructure operations, maintenance, and construction and the safe operation of related tools and equipment.
- At least 5 years experience supervising in a public works environment.
- EOCP Water Distribution Level 2 Certification or higher
- EOCP Wastewater Collection Level 2 Certification or higher
- Valid First Aid
- Traffic Control Program Certificate
- Ability to work and deal with the Public in a courteous manner
- Knowledge of WorkSafe BC Rules and Regulations
- Possess a valid Class 3 BC Driver's License with air endorsement
- Demonstrated strong leadership and organizational skills
- Ability to manage change and direct multiple employees
- Excellent knowledge of municipal infrastructure and Public Works best practices in the following areas:
 - Roads and sidewalk maintenance and repair (including winter operations)
 - Water distribution systems
 - Wastewater collection systems
 - Storm drainage systems (including stormwater management facilities)
- Excellent oral and written communication skills
- Sound computer skills with the ability to learn new software programs
- Ability to organize and prioritize work to meet deadlines

WORKING CONDITIONS

- Generally outdoor environment
- Regular travel to various sites around Town with occasional travel outside of Town
- Moderate to heavy physical activity
- Must be able to work after hours as required to meet deadlines and deal with emergency situations