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[Apply Now](#)**Title** Foreman 1**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-178

**Nature & Scope of Work** This is supervisory work involving planning, organizing and supervising the work of a crew or crews of subordinates engaged in public works, maintenance, and servicing operations. An incumbent schedules and coordinates the work to ensure efficient operation, is responsible for the quality, progress and completion of assigned projects. An employee of this class also participates in project planning and handles complaints from the public. Considerable independence of judgement and action is exercised in most aspects of the work with the difficult problems or policy matters being referred to or discussed with a superior who reviews work performance in terms of effective and efficient operations of services provided.

**Illustrative Examples of Work**

- Plans, assigns, schedules, and supervises the work of subordinates engaged in public works including but not limited to: mowing, sign maintenance, walkway/boulevard maintenance, line painting and street sweeping, asphalt work, concrete work, dyke maintenance and snow & ice control; trains new subordinates regarding corporate standards and methods and monitors the work of subordinates to ensure adherence to established standards, specifications and safety procedures.
- Schedules the work and coordinates it with other branches as required to ensure efficient operation, sets priorities within established guidelines; develops, recommends, and implements new and/or improved work methods and procedures; directs the work of hired contractors assigned to projects supervised and coordinates their work with the city crew.
- Participates in planning and developing long range operating and capital plans; prepares recommendations and reports and discusses same with senior staff.
- Prepares cost estimates, monitors budget expenditures, notifies a superior of potential overruns and provides rationale for overruns as requested.
- Establishes and maintains effective working relationships with a variety of internal and external contacts including responding to queries and complaints from the public referring contentious or difficult matters to a superior.
- Prepares and maintains a variety of records related to the work and orders and expedites requisite equipment and materials.
- Ensures that safety precautions and regulations are observed.
- Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Thorough knowledge of the methods, practices, materials, tools and equipment used in applicable public works operations supervised.
- Considerable knowledge of the applicable occupational hazards and proper safety practices.
- Ability to plan, assign, supervise, and check the work of subordinates engaged in public works, repair, and maintenance operations.
- Ability to establish and maintain effective working relationships with internal and external contacts, to coordinate the work with that of related branches and to deal tactfully and effectively with the public.
- Ability to prepare estimates and records, monitor budget expenditures, order equipment and materials and read and interpret plans, blueprints, diagrams and traffic orders.
- Skill in the use and care of tools, material and equipment used in the trade.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by training and courses related to the work plus considerable related experience preferably in a supervisory capacity; OR an equivalent combination of training and experience.

**Required Licences,** Valid Class 5 Driver's Licence for the Province of British Columbia.

**Certificates and Registrations**

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Hours of Work** 40 hour work week

**Pay Rates** \$36.34, 37.45, 38.69 per hour

**Posting Date** 10/16/2019

**Posting Closing Date** 10/23/2019

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