

## **JOB DUTIES VILLAGE FOREMAN**

**Must obtain qualifications required by Saskatchewan Ministry of Environment “Permit Operate a Waterworks.” (Village of Debden Section 2.7)**

**Must obtain qualifications required by Saskatchewan Ministry of Environment “Permit Operate a Sewage Works.” (Village of Debden Section 2.4)**

**Foreman Hours** Monday-Friday 8:00-5:00, one hour off for lunch (work hours may be negotiable)  
Weekends- May be required occasionally for Emergencies and/or Daily Testing to fulfill Permit to Operate Testing Requirements

**Duties and Responsibilities include, but are not limited to:**

### **Foreman Job description:**

The Foreman will be primarily responsible for the overall supervision, coordination and operations of municipal infrastructure, utility system and public works services. This is a hands-on position requiring the desired qualifications and assets listed below, including strong mechanical aptitude, independent decision-making, and ability to work with others for the betterment of the community.

In consultation with the Public Works Committee and the Administrator, the Foreman is expected to operate within approved policies, programs and budgets of the Village.

- This position is year-round full time;
- Subject to the policy set by Village Council, this position reports to the Administrator and is responsible for the planning, organizing and carrying out of the services delivered by the Public Works and Utilities Departments;
- Inform Administrator of problems/developments relating to Public Works and make recommendations as to dealing with them;
- Maintain accurate written records and information in the day-to-day operations of Public Works Department;

### **Qualifications:**

- a) Grade 12 Education or equivalent (as required for Class 1 Certification);
- b) Experience in municipal public works including operation and maintenance of municipal infrastructure and the delivery of services is preferred;
- c) Current Saskatchewan Driver’s License and clear driver’s abstract, to be provided before hiring;
- d) Must have the ability and self-motivation to work independently, and manage time and priorities effectively to carry out all duties required as Foreman;
- e) Ability to perform physical labour and work in varied weather conditions;
- f) Must have strong communication, organizational and record-keeping skills;
- g) Must be familiar with water treatment operations. Preference given to Certified Level I Water and Wastewater Operators;

### **Assets:**

- a) Strong mechanical skills and the ability to troubleshoot equipment
- b) Experience in operating heavy equipment, including grader;
- c) Knowledge of municipal infrastructure and operations;
- d) Safety training, (WHMIS, First Aid, Confined Spaces, PME etc.)

### **Duties:**

#### **Water**

- a) Assume the responsibility of meeting requirements in Permit to Operate Waterworks and the requirements outlined in Certification of Water as provided by the Operation Certification Board. Enforce Provincial Statutes and Village Bylaws as directed pertaining to Water Treatment & Distribution;
- b) Ensure water is safe and properly tested and treated as required by Sask. Environment regulations and that all required documentation is maintained;
- c) Oversee the operation, general maintenance and cleanliness of the Water Treatment Plant and the Water Distribution System, completing daily, weekly, monthly, and annual routine and preventative maintenance and repairs ensuring the Water Treatment and Distribution system is in good repair and working order. This includes, but not limited to, water treatment plant, wells, hydrants, curb stops, main valves and all related equipment;
- d) Maintain inventory of all parts and service connection meters;
- e) Supervise the installation and repair of mains and service connections; maintain and update the connection maps;
- f) Flush waterlines in the spring and fall;
- g) Schedule and supervise contractors as required. Contractors are hired only when the work exceeds the capabilities of the municipality;
- h) Order chemicals as required and ensure they are properly stored and labeled;
- i) Ensure the necessary training is undertaken to fulfill the required CEU's to maintain Certified Operator Status;
- j) Regular Inspection and maintenance of fire hydrants;
- k) Exercise main valves annually, and conduct schedule for exercising curb stops;
- l) Maintain accurate written records, information and details on Works, maintenance and upsets;
- m) Meet with Public Works Committee at least once a month to discuss issues and submit written sewer and water reports advising and questioning in all areas of Sask. Environment requirements and regulations pertaining to sewer and water.
- n) Read commercial water meters;

#### **Sewer**

- a) Assume the responsibility of meeting requirements in Permit to Operate Sewage Works and the requirements outlined in Certification of Wastewater as provided by the Operation Certification Board. Enforce Provincial Statutes and Village Bylaws as directed pertaining to Wastewater Treatment and Collection.
- b) Oversee the operation and general maintenance of the sewer lift station, record pump operations, ensuring all is in good working order, checked regularly and properly maintained;
- c) Oversee the operation and general maintenance of the sewage lagoon system. Check

lagoon regularly and document all maintenance and observations. Keep in good repair as required by Sask. Environment.

- d) Supervise/Conduct sewer line flushing as required, minimum Spring and Fall.
- e) Maintain inventory of all parts.
- f) Maintain documentation as required.
- g) Drain lagoon as per Permit to Operate, Complete and submit release testing and piezometer testing as required by Sask. Environment.
- h) Work with contractors as required.

### **Streets, Roads, and General Maintenance**

- a) Ensure that roads and alleys are maintained and in good repair all year round;
- b) Ensure that maintenance equipment is in good repair by performing regular oil changes, lubrication and all other minor preventative maintenance. Consultation with Administrator is required on all **major** repairs and projects;
- c) Keep accurate maintenance records/logs on all equipment and road maintenance;
- d) Maintain inventory of all parts, tools and equipment;
- e) General maintenance and repairs of municipal buildings; keep in clean and well-kept fashion;
- f) Cut grass, complete grass trimming and have trees trimmed on Village and Tax Enforcement property as required;
- g) Ensure culverts, signs, and sidewalks are in good repair and that trouble locations are well marked. Sidewalks along municipal property shoveled in the winter months. Collect accumulating garbage on streets and sidewalks to maintain clean community;
- h) Cleaning and steaming of culverts;
- i) Custom work, as required, and ensure it is accounted for, for billing purposes;
- j) Ensure fire hydrants remain visible and free from snow in the winter;

### **Other**

- a) Provide regular status reports for Council and attend Council meetings.
- b) Work with the Administrator each year to provide budget recommendations, including replacement and acquisition of equipment;
- c) Other duties as required by Council or Administrator;
- d) Weekly garbage disposal;
- e) Attend and participate in professional conventions, educational courses, conferences and workshops as requested by Council or to enhance learning;
- f) Assume duties of Animal Control Services;
- g) Submit time sheets every second Monday;
- h) When directed by Council, oversee contractors and contracted jobs;
- i) Maintain a neat and clean appearance;
- j) Adherent to all Village of Debden Policies and Bylaws;
- k) Custom work scheduled, as required and ensure it is accounted for, for billing purposes. Track Contractor days/times and work performed;
- l) Report issues raised by ratepayers if issues are out of scope of duties;
- m) Ensure all certifications and education requirements are obtained and kept current;
- n) Inspect and verify summer student time sheets and contractor invoices;
- o) Sign and approve all public work employee time sheets;
- p) Direct, supervise and schedule public work employees. Oversee duties while following provisions of *The Occupational Health and Safety Act*, and the Village of Debden's Safety

policy. Ensure all Public Work staff receive necessary training and direction for the activities and duties they are to perform and that they are aware of Village policies that pertain to them;