



POSITION TITLE: Foreman - Utility  
DEPARTMENT: Public Works  
REPORTS TO: Superintendent of Public Works

### **POSITION OVERVIEW**

Reporting directly to the Superintendent of Public Works or their designate, this role is responsible for supervising and directing the day-to-day operations of the Public Works Utility Department. The position is responsible for the year-round provision of public services as it pertains to the water and wastewater system that includes manholes, pipes, fire hydrants, reservoirs, and sewage treatment facilities.

### **DUTIES**

Under the direction of the Superintendent of Public Works:

- Operation and maintenance of the water distribution system, wastewater collection and treatment systems.
- Plans and co-ordinates utility projects with the Transportation and Mechanic Foreman.
- Ensures that sufficient work is always available for staff and that the work is carried out to acceptable standards.
- Provides direction to staff to ensure that manpower and equipment are utilized in an efficient and cost-effective manner.
- Completes service cards with all pertinent information (drawing and distances).
- Writes and completes work orders, so that a record of work can be submitted for Public Works files, this will include labour, materials, and equipment.
- Investigates work order requests and recommend appropriate methods for completion which identify manpower, materials, and equipment requirements.
- Arranges for resources necessary to carry out the assigned task. This includes vehicles, heavy equipment, labour and materials.
- Communicates with NB Dept. of Health when required.
- Assists in the development and review of operating policies and procedures.
- Assists in the preparation of the annual operating and capital budget.

- Assists in the preparation of the Annual Report with direction from the Superintendent of Public Works and the Engineer.
- Assists the Superintendent of Public Works with identifying and implementing best practices related to department activities with a focus on continuous improvement, efficiencies and cost effectiveness.
- Ensures that all staff work in compliance with the Occupational Health & Safety act and regulations, Tantramar Occupational Health, Safety and workplace policies and procedures.
- Maintains a sufficient inventory to accommodate proposed projects and future needs.
- Purchases tools and materials that may be required for the project completion in accordance with current policies.
- Share in the on-call responsibilities of Tantramar by responding to emergency situations after normal working hours, assessing the need for mobilizing manpower and equipment needed to address the situation in an expedient and cost-effective manner.
- Reports to the Superintendent of Public Works or designate on the status of work in progress.
- Assigns responsibility for routine checks, minor servicing, cleaning, and basic maintenance of the equipment they are operating including checking fluid levels and grease as necessary at Tantramar's lift stations.
- Informs the Mechanic of any required significant maintenance or safety problems of the equipment at the lift stations or the equipment being operated by the Utility Department.
- Assists in ice control and snow removal operations as required.
- Supervises contract work as needed.
- Performs other related duties as may be assigned.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS**

- Possess or be able to obtain operator certification levels in Class II Water Distribution and Class II Wastewater Collection. . Class II Water Distribution and Class II Wastewater Collection must be completed within the probation period. Certification in Class I Wastewater Treatment would be an asset and would be a requirement within two years of hiring.
- Must have supervisory experience or be able to clearly demonstrate effective abilities as a supervisor.
- Have a minimum of five years of relevant experience working with utilities (water and sanitary sewer)
- A combination of education training at a secondary educational institution in a related field coupled with specific work experience will be considered.

- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload, often under pressure, in a flexible manner.
- Communicate effectively with employees and the public.
- Must work as a team player within the department and overall organization.
- Understand and apply written and oral instructions.
- Organize and direct staff in an efficient and effective manner to accomplish required activities in consultation with other department foremen.
- Must be experienced in mentoring and coaching staff.
- Act with tact and discretion around sensitive issues or situations to maintain confidentiality.
- Must always be professional in order to deal effectively with the public and employees.
- Must work closely with the Superintendent of Public Works in all matters related to the Public Works Department.
- Experience with Microsoft 365 software and other computer-based programs as required. Experience with work order software programs an asset.