



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
General Foreman	
Position Number	Reports to
	Director, Department of Public Works

PURPOSE

The General Foreman is responsible for the supervision of the day-to-day operations of the Town of Hay River’s Public Works team and tasks. This includes the management and upkeep of Town infrastructure including roads, buildings, waste, water and sewer.

SCOPE

The position of General Foreman reports to the Director of Public Works and works to ensure the continued operation of the Town’s Public Works infrastructure in a safe and sustainable manner. Must be willing to take all safety and supervisor training provided by the Town of Hay River.

RESPONSIBILITIES

1. Manage municipal services in the areas of infrastructure, transportation and mobile equipment. This includes but is not limited to:
 - Perform inspections of buildings, assets, facilities, roads and drainage systems;
 - Supervise the road maintenance program including snow removal and road maintenance and repair, including asphalt and line painting;
 - Supervise and monitor the dust suppression program and road signs; and
 - Ensure mobile and stationary equipment is properly maintained.

2. Manage water and sanitation systems in order to ensure the availability of a clean community water supply and the proper disposal of waste and sewage. This includes but is not limited to:
 - Supervise and ensure the maintenance of water quality standards;
 - Manage the operation of the water treatment plant;
 - Supervise the delivery of water to residents, businesses and facilities;
 - Manage the sanitation and sewage collection and disposal system;
 - Ensure standards and disposal procedures are followed;
 - Manage the solid waste management system;
 - Conduct regular inspections of water and sanitation systems; and

- Sewage Lagoon Management and Operation.
3. Manage maintenance and repairs to public buildings. This includes but is not limited to:
 - Conduct inspections of public buildings;
 - Make emergency repairs and coordinate repairs to buildings;
 - Maintain fire protection systems and equipment;
 - Supervise landscaping and grounds maintenance; and
 - Coordinate maintenance/repairs to structural, mechanical and electrical systems.
 4. Supervise Public Works staff in order to ensure a positive and healthy work environment. This includes but is not limited to:
 - Evaluate, train and develop staff;
 - Hold regular safety meetings and ensure work place safety is practiced;
 - Ensure safe work practices are up to date;
 - Provide leadership, guidance and counseling to staff;
 - Promote staff morale and workplace safety;
 - Assign tasks and ensure schedules are maintained;
 - Adjust tasks to meet staff capabilities;
 - Provide opportunities for training;
 - Supervise staff and delegate responsibilities; and
 - Take corrective action when required.
 5. Maintain the general administration of the Public Works program. This includes but is not limited to:
 - Assist with preparation of budgets and financial reports;
 - Assist with planning and Public Works asset management;
 - Establish preventative maintenance schedules;
 - Prepare plans for short terms projects;
 - Manage applicable projects and contracts;
 - Prepare activity, daily log and work orders as needed;
 - Prepare reports on activities and work priorities as needed;
 - Recommend the purchase of goods and equipment /maintain inventories;
 - Provide reports to government agencies, departments and other organizations as required;
 - Ensure records are maintained;
 - Do weekly round checks of water treatment plant, lift stations, on a rotational basis;
 - Receive and respond to calls and complaints from the public; and
 - Carry Town of Hay River cell phone for after-hours emergency services for Public Works.
 6. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences. Deal with public complaints in a professional and timely manner.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Knowledge of public works program administration.
- Water and sanitation systems management; water sampling and testing techniques; operation of a water treatment plant.
- Preventative and predictive maintenance programs.
- Basic knowledge of equipment, building, water and sanitation and road maintenance inspection procedures.
- Basic knowledge of asset management process.
- Basic knowledge of mechanical, plumbing, heating and electrical systems; heavy equipment.
- Knowledge of applicable laws, bylaws and procedures.
- Knowledge of safety procedures and safe work practices.
- Knowledge of administration, budgets and human resource management.
- Customer service skills.
- Team leadership skills.
- Analytical and problem-solving skills.

QUALIFICATIONS

The General Foreman would normally attain the required knowledge, skills and attitudes through completion of a Journeyman Certification Program in a related trade combined with several years of trades, administration and supervisory experience.

Class 5 Driver's license as a minimum. As Class 3 or Class 1 License would be preferred.

WORKING CONDITIONS

Physical Demands

The General Foreman position is a physically strenuous job. The incumbent will be lifting, pulling and managing heavy equipment and objects. The incumbent will have to work in all weather and must be prepared for both extreme heat and cold.

Environmental Conditions

The General Foreman must work outside in all different weather conditions including extreme cold and extreme heat. The incumbent may be exposed to dangerous and/or toxic substances and must take necessary safety precautions.

Sensory Demands

There are no unusual sensory demands with this position.

Mental Demands

The General Foreman must work independently and is expected to maintain a schedule. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress may be caused by the requirement to supervise and direct others.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: General Foreman

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	