

The Corporation of the District of Oak Bay Job Description

Job Title:	FOREMAN - CONCRETE	JEPE Number:	#1026
Department:	Public Works	Pay Grade:	9 – Schedule B
Area:		Position Status:	Regular – Full Time
Location:		Position Type:	Union
Supervisor:	Superintendent of Public Works	Last Updated:	April 2026
Job Purpose:			
<p>The core work of this classification involves working alongside and supervising a small crew in all aspects of concrete laying, finishing and removal. The physical component of the position is very similar to that of the employee(s) supervised and involves heavy manual labour as well as the application of concrete finishing and forming skills.</p>			
Duties and Responsibilities:			
<ul style="list-style-type: none"> • Estimates required quantities of concrete; arranges delivery to job site and supervises concrete pours; generally requisitions material and equipment needed for assigned tasks. • Provides technical guidance to other employees assigned to concrete crew. • Plans, supervises, inspects, assists other employees and carries out all facets of concrete forming, laying, finishing, breaking up and removal. • Places, screens and tamps concrete and base materials; places and constructs reinforcing material, expansion joints and forms as required; finishes concrete surfaces as instructed, cures in accordance with accepted practices. • Builds, places and cleans formwork. • Repairs existing concrete installations. • Supervises excavation for sidewalks, curbs, driveways and other concrete installations. • Uses a range of hand tools as well as power tools such as jackhammers, tampers and cutters. • Repairs drainage and sewer service laterals damaged during excavation for concrete work. • Installs and plumbs in catchbasins integrated into concrete curbs. • Operates vehicles of various sizes to transport employees and equipment. • As dictated by the requirements of individual projects, programs, seasonal workloads and staff availability, performs a wide variety of skilled and unskilled public works tasks as assigned from time to time. 			
Required Knowledge, Abilities & Skills:			
<ul style="list-style-type: none"> • Thorough knowledge of the methods, materials, tools and equipment used in concrete placing and finishing on sidewalk, curb and gutter, pavement, concrete surfaces and related projects. • Thorough knowledge of concrete mixtures as applied to varying work and weather conditions. Skill in the use of standard concrete finishing tools; superior ability to finish concrete surfaces to prescribed specifications. • Thorough knowledge of the methods, practices, materials and tools used in setting forms for concrete work; skill in the use of tools and equipment used in same. • Sufficient physical strength, stamina and coordination to perform heavy manual labour in all weather and site conditions. 			

- Ability to understand and work in accordance with written specifications, engineering plans, grades and oral instructions.
- Ability to estimate time and materials needed to perform specific tasks.
- Ability to keep basic written records such as time sheets and material delivery records.
- Demonstrated leadership and organizational ability, including the ability to make decisions in the field, and convey instructions clearly and effectively.
- Thorough knowledge of applicable provincial safety regulations and municipal safety policies.

Qualifications:

- Completion of Grade 12 or equivalent.
- Five years' experience in concrete finishing and forming, preferably in a public works environment, with some exposure to supervisory duties.

Required Licenses, Certifications and Registrations

- Appropriate valid and subsisting B.C. Driver's License.