

The Corporation of the District of Oak Bay

Job Description



Job Title:	GENERAL FOREMAN	JEPE Number:	#1032
Department:	Public Works	Pay Grade:	12 – Schedule B
Area:		Position Status:	Regular – Full Time
Location:		Position Type:	Union
Supervisor:		Last Updated:	August 2019

Job Purpose:

The core work of this classification involves supervising and directing, sometimes through a subordinate foreman, crews of skilled, semi-skilled and unskilled workers and equipment operators, when required, who are engaged in construction and maintenance projects of varying complexity. The work of this class is distinguished from that of Foreman and by the degree of involvement in the overall planning and coordination of all aspects of the project, by the delegation of responsibility through subordinates, by the broad range of construction work that may be assigned, and by the complexity of individual construction projects.

A foreman of this class is allowed considerable independence of judgement in dealing with non-routine situations that arise in the course of his work, but refers policy or engineering issues to a superior. The work is subject to general supervision by public works and engineering superiors.

Duties and Responsibilities:

- Plans, assigns, coordinates, supervises inspects and assists crews and equipment engaged in public works projects of varying complexity, such as:
- Sewer and storm drain installation, maintenance and rehabilitation, including all related works such as laterals and manholes;
- Road construction, maintenance and rebuilding, including all related works such as sidewalks, curbs, gutters and traffic controls;
- Waterworks installation, maintenance and rehabilitation, including all related works such as service lines and meters;
- Building and structure construction and repair.
- Enforces municipal safety policies at the work site.
- Instructs, directs and motivates employees under his supervision.
- Requisitions materials and equipment for assigned projects.
- Coordinates and directs ready-mix, gravel, trucking, backhoe, heavy equipment and other contractors required for the execution of assigned projects.
- Meets with superiors to discuss work procedures and potential operating efficiencies.
- Responds to public works emergency calls.
- Makes various oral and written reports as required for municipal records and other purposes.
- Directs and assists crews in general public works tasks as required.

Required Knowledge, Abilities & Skills:

- Ability to instruct, motivate and coordinate groups of employees engaged in projects and tasks of considerable complexity.
- Extensive knowledge of public works construction and maintenance methods, and related tools, materials, fittings and equipment.

<ul style="list-style-type: none"> • Wide range of applied knowledge of water distribution, road construction, sanitary sewer and storm drainage systems and principles. • Ability to plan, schedule and execute complex tasks, involving the coordination of employees, equipment and contractors, effectively and efficiently. • Ability to estimate accurately the time, labour, equipment and material required to perform public works maintenance and construction projects. • Ability to work from written orders, engineering drawings, field instructions, grade sheets and oral instructions generally. • Ability to keep basic written records such as time sheets, material delivery records and grade sheets as necessary. • Skill in the care and use of equipment, tools and stores used in public works construction and maintenance projects. • Technical and practical knowledge with respect to grade and elevation control. • Thorough knowledge of applicable provincial safety regulations and municipal safety policies.
Qualifications:
<ul style="list-style-type: none"> • Completion of Grade 12 or equivalent, supplemented by related technical training or equivalent broad public works experience. • Experience in directing the work of crews in a public works environment. • Extensive experience with all facets of public works maintenance and construction.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • Appropriate valid B.C. Driver's License. • Water Distribution Level II Certification. • Wastewater Collection Level I Certification.