

# The Corporation of the District of Oak Bay

## Job Description



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|--------------------|--------------------------------|-------------------------|---------------------|
| <b>Job Title:</b>  | <b>GENERAL FOREMAN</b>         | <b>JEPE Number:</b>     | #1032               |
| <b>Department:</b> | Engineering and Public Works   | <b>Pay Grade:</b>       | 12 – Schedule B     |
| <b>Area:</b>       | Engineering                    | <b>Position Status:</b> | Regular – Full Time |
| <b>Location:</b>   |                                | <b>Position Type:</b>   | Union               |
| <b>Supervisor:</b> | Superintendent of Public Works | <b>Last Updated:</b>    | October 2020        |

### Job Purpose:

Reporting to the Superintendent of Public Works, the General Foreman – Water/Wastewater Operations leads and is accountable for the water/wastewater operations and maintenance section made up of approximately 8 FTEs. The General Foreman – Water/Wastewater role involves supervising and/or participating in the responsible and professional delivery of a full-range of municipal works and programs including, but not limited to, water distribution system maintenance, wastewater collection system maintenance and storm sewer maintenance. This work is sometimes completed by directing a subordinate foreman or crews of various workers who are engaged in maintenance and construction projects of varying complexity.

The work of this General Foreman position is classified as Pay Grade 12, and is distinguished from that of Foreman (Pay Grade 8) 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 maintenance work that may be assigned, and by the complexity of individual maintenance and 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 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, performs, assigns, coordinates, supervises, inspects and assists crews and equipment engaged in public works projects of varying complexity, such as:**

- Maintenance tasks associated with the water system, including but not limited to valve maintenance, hydrant maintenance, water main shut downs, vaults, meters, customer service notifications, water quality testing and pressure testing.
- Determining chlorine dosing amounts related to the different forms of chlorine that may be used in disinfection operations. This involves following AWWA Standards and making calculations based on water main size and method of disinfection.
- Activities related to a uni-directional flushing program. This includes coordinating the turning of valves and making calculations based on water main size, length of flushing run, and height of buildings to ensure adequate water pressure for customers during flushing operations.
- Maintenance tasks associated with the sanitary and storm sewer system, including but not limited to mains, laterals, manholes, catch basins and pump stations.
- Researches and suggests new policies and/or procedures to improve work productivity.
- Assists in reviewing engineering drawings with Engineers and Contractors for construction works.
- Collects data for all tasks in a systematic and accurate manner. This involves completing work order requests, maintenance reports and calculation records then inputting them into a database program.

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| <ul style="list-style-type: none"> <li>• Participates in the performance management and evaluation of subordinates and assists in the development, design and implementation of professional training programs related to utility operations and maintenance.</li> <li>• Locates underground utilities and performs general municipal construction and repair work as required.</li> <li>• Responds to public works emergency calls.</li> <li>• Ensures safety of work sites, setting up safety controls to protect employees and street and pedestrian traffic.</li> </ul>   |
| <b>Required Knowledge, Abilities &amp; Skills:</b>  |
| <ul style="list-style-type: none"> <li>• Excellent organizational and time management skills with the ability to implement maintenance plans.</li> <li>• Ability to instruct, motivate and coordinate groups of employees engaged in projects and tasks of considerable complexity.</li> <li>• Wide range of applied knowledge related to water distribution, waste water and storm sewer systems and principles.</li> <li>• Ability to plan, schedule and execute complex tasks, involving the coordination of employees, equipment and contractors, effectively and efficiently.</li> <li>• Ability to estimate accurately the time, labour, equipment and material required to perform public works maintenance and construction projects.</li> <li>• Ability to work from written orders, engineering drawings, field instructions, grade sheets and oral instructions generally.</li> <li>• Ability to maintain accurate records and data related to water, sanitary and storm maintenance.</li> <li>• Skill in the care and use of equipment, tools and stores used in public works maintenance and construction projects.</li> <li>• Technical and practical knowledge with respect to water system pressure testing, disinfecting and sampling.</li> <li>• Sound knowledge of the methods and techniques used in locating and marking buried utilities.</li> <li>• Thorough knowledge of applicable provincial safety regulations and municipal safety policies.</li> </ul> |
| <b>Qualifications:</b>  |
| <ul style="list-style-type: none"> <li>• Completion of Grade 12 or equivalent, supplemented by related technical training or equivalent broad Public Works experience.</li> <li>• Experience in implementing maintenance plans.</li> <li>• Experience in directing the work of crews in a Public Works environment.</li> <li>• Extensive experience with all facets of Public Works maintenance and construction.</li> </ul>  |
| <b>Required Licenses, Certifications and Registrations</b>  |
| <ul style="list-style-type: none"> <li>• Appropriate valid B.C. Driver's License</li> <li>• Water Distribution Level II Certification</li> <li>• Wastewater Collection Level I Certification</li> <li>• Utility Locator Specialist BC Certification</li> </ul>  |