

City of Melfort
DEPARTMENT OF WORKS & UTILITIES
***WORKS & UTILITIES FOREMAN
JOB DESCRIPTION***

DUTIES

1. Supervises, organizes and directs a staff of eighteen (18) full-time and six (6) seasonal employees engaged in the construction, repair, maintenance and operation of Works & Utilities services.
2. Provide direction and technical information to contractors engaged by the City.
3. Prepare tender documents for goods and services that the City requires.
4. Be computer conversant.
5. Ensures that work activities are performed in accordance with approved safety procedures and standards.
6. Supervises, organizes and directs the following section operations:
 - a) Transportation Services
Responsible for all activities related to Transportation Services including but not limited to the following:
 - road and street maintenance
 - dust control
 - snow and ice removal
 - asphalt patching
 - crack filling
 - sidewalk maintenance
 - street sign and signal maintenance
 - airport maintenance
 - b) Environmental Health
 - supervision of waste collection contractor
 - supervision of waste disposal scale operations
 - maintenance of waste disposal site including Eco Centre
 - c) Public Health
Responsible for all activities at the cemetery (ie: maintenance)
 - d) Water Distribution
Responsible for all maintenance, repair and replacement of water distribution system

- e) Sewage Collection
Responsible for all maintenance and repair of the sewage collection system including lift stations and lagoons
- 7. Assist with the preparation of capital and operational budgets of the Works & Utilities Department and ensures the adherence to these budgets.
- 8. Assists with the selection, performance evaluation and any disciplinary action of subordinate staff.
- 9. Be the Works & Utilities representative on the Emergency Measures Committee and the Occupational Health & Safety Committee
- 10. Perform other related duties as assigned.

Qualifications

- 1. Graduation from a recognized two-year post secondary course in engineering technology or an engineering degree in a related field or a combination of experience and education in a technical field.
- 2. Possession of a valid Saskatchewan Driver's License Class 5 or preferable Class 3A.
- 3. Sound knowledge of safety procedures, including occupational health & safety regulations and is the catalyst for the departments safety program.
- 4. Knowledge of WHMIS.
- 5. Knowledge of heavy equipment operation and maintenance and power mobile equipment requirements
- 6. Ability to supervise, organize, motivate and direct personnel.
- 7. Ability to develop and maintain working relationships with supervisors, elected officials and members of the public.
- 8. Ability to compile technical and financial data in a comprehensive manner.
- 9. Must be in possession of or willing to obtain Water Distribution Class 2, Wastewater Treatment Class 1 and Wastewater Collection Class 2 Certificates.