

**Job Title:** Public Works Foreman

**Department/Group** Public Works Department – Maintenance

**Travel Required:** Occasionally for Public Works-Related operations

**HR Contact:** Chief Administrative Officer

Applications Accepted by:

**Fax:** 780.592.3729  
**Email:** [inisfree@telus.net](mailto:inisfree@telus.net)  
**Subject Line:** Public Works Foreman  
Attention: CAO – Public Works Position

**Mail:** Village of Innisfree  
Attn: CAO – Public Works Position  
PO Box 69  
Innisfree, AB T0B 2G0

**1. Job Goal/Objectives:**

This position performs duties of a specialized nature related to the installation, maintenance and repair of the water distribution and wastewater collection/treatment systems and collection for solid waste management services. Perform preventative maintenance, repairs and emergency activities for all municipal infrastructures, excluding the Water Reservoir Plant, undertake manual labor duties as required and ensure compliance with the Village’s safety policies.

**2. Qualifications & Educational Requirements:**

**2.1 Education:**

- Completion of Grade Twelve (12) or Equivalent
- Valid Standard First Aide/CPR Certificate
- Valid WHMIS Certificate
- Valid Class 5 Alberta Driver’s License
- Level 1 Alberta Environment Certification in Water Distribution, Wastewater Treatment & Wastewater Collection

**2.2 Related Work Experience:**

- 1 year related experience in water and wastewater and common services to include roads, solid waste management collection, parks and equipment maintenance.

**2.3 Preferred Skills:**

- Strong analysis skills
- Strong understanding of water and wastewater systems to be able to troubleshoot problems in these systems
- Ability to operate a variety of equipment in a safe and effective manner related to water, wastewater and solid waste management servicing
- Common service work unrelated to water wastewater and solid waste management services including the operation of equipment related to snow removal, road maintenance and park maintenance.

**3. Duties & Responsibilities:**

**3.1 Infrastructure (Water & Wastewater)**

- Testing and sampling of water and wastewater to ensure compliance with Provincial and Federal standards.
- Preventative maintenance, repairs and emergency activities on all municipal infrastructure, i.e. water breaks, wastewater distribution system cleaning etc.
- Preventative maintenance on pump systems, lift stations, and wastewater equipment
- Operate a variety of equipment including loader and tractor to perform maintenance tasks
- Some manual labor as required using a variety of hand tools
- Perform all water, wastewater and storm water locates within the village limits in a timely manner and within the appropriate timelines (within 48 hours)
- Perform a full range of skilled and semi-skilled duties including installation of water meters and wiring, programming of water meters for radio reader, maintenance, troubleshooting, pulling large and small meters to be sent away for testing, troubleshoots automated meter reading equipment and replaces stopped and/or damaged meters
- Assist contractors in the video inspections of wastewater/storm water lines
- Participate in preventative maintenance programs of infrastructure such as valve turning and flushing programs
- 20% of work load

**3.2 Infrastructure (Roads, Streets, Sidewalks, Parks)**

- Preventative Maintenance, repairs and emergency activities on all municipal infrastructure, i.e. gravel road grading, snow removal, pothole repair, grass and weed control
- Preventative maintenance on equipment
- Operate a variety of equipment including loader, tractor, lawn mowers to perform maintenance tasks
- Some manual labour as required using a variety of hand tools
- 30% of work load

**3.3 Other Municipal Services (Solid Waste Collection, Private Driveway Snow Removal, Etc.)**

- Collection and appropriate disposal of solid waste management materials from residents and commercial properties, as appropriate within the municipal boundaries of the Village of Innisfree

- Collection of solid waste materials at the Wapasu Recreational Area per an agreement between the Village of Innisfree and the County of Minburn
- Distribution and maintenance of all solid waste management infrastructure, i.e. waste bins, transfer station wood pit, etc.
- Physical labor required for the provision of weekly solid waste management collection from the Village residences and commercial properties, as appropriate.
- Operation of a PW truck and towing of a trailer is required to provide solid waste management services.
- 40% of work load

**3.4 Customer Service & Communication**

- Frequently advise, direct, assist and cooperate with the general public to troubleshoot potential problems
- Strong analytical skills, both oral and written
- The ability to communicate effectively with the public and his/her supervisor and to foster positive work relationships.
- 10% of work load

**3.5 Risk Management & Safety**

- It is the responsibility of the Village of Innisfree employees to take care to ensure their own safety and the safety of others, to know and to follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.
- Employees are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.
- Hazard Assessment and Risk Management for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Village of Innisfree Safety Manual.

**4. Designated Authority**

- 4.1** The CAO shall be the Supervisory Authority for the Public Works Foreman; the Foreman shall have no designated authority unless otherwise approved by the CAO.

**5. Terms of the Employment:**

- 5.1** The Public Works Foreman position is fulltime employment pursuant to Village policy on Hours of Work, and as amended from time to time.

- 5.2** The Probationary Period shall be set pursuant to the Village Probationary Policy, and as amended from time to time.

**6. Other - Working Conditions:**

- 5.1** Ongoing interruptions, traffic/driving, adverse weather conditions and working alone;

**5.2** Identified job hazards:

- Dealing with angry people
- Working alone, heat, cold, bending, lifting
- Working around the following conditions: mechanical, electrical, fume/odor chemical exposure, dust and noise.

- Potential for exposure to infectious substances (bio hazardous substances)
- Additional hours based on operational demands
- Ability to lift and move up to 22 kilograms (50 pounds)
- Evening and week on-call periods