

**TOWN OF TWO HILLS
JOB DESCRIPTION**

POSITION TITLE:	Public Works Foreman
REPORTS TO:	Chief Administrative Officer
SUBORDINATE POSITIONS:	Lead Hand, Operators, Public Works Casual Labourers, Water/Wastewater Operator, STEP – Outside Worker

POSITION SUMMARY:

Responsible for directing the public works programs; the maintenance of and removal of snow from Town owned roads and lanes; maintenance of water and sewer utilities and related services.

DUTIES AND RESPONSIBILITIES:

1. Plans and directs a comprehensive maintenance program of all Town owned roads, lanes, water and sewer utilities, as approved by the CAO.
2. Directs subordinate staff and reviews their activities for optimum results.
3. Acts as Occupational Health and Safety Officer for the Town and ensures compliance by all employees, with all existing laws, regulations and rules as it relates to safety. Organizes and facilitates employee safety meetings and training sessions on a regular basis.
4. Prepares the annual operational and long term capital budgets for the department. Controls departmental spending within the budget allocation. Approves invoices for payment.
5. Assists the CAO in hiring, training, appraisal, and releasing (as necessary) of all assigned staff within approved personnel policies. Conducts annual appraisals.
6. Develops an equipment and material inventory system and maintains same in a current up-to-date manner. Submits an inventory list to the Finance Officer annually.
7. Acts as advisor to relevant committees of Council and to Council as a whole, as requested. Attends all pertinent committee meetings and Council meetings as requested.
8. Responsible for proper maintenance and operation of all equipment and impressing this fact on his/her employees.
9. Recommends to the CAO when external assistance is required. Supervises consultants work; inspects projects and approves invoices.
10. Monitors water distribution and sewage collection system on a regular basis.

TOWN OF TWO HILLS JOB DESCRIPTION

11. Supervises utility hook-ups and disconnects. Ensures that lines are checked for breaks and leaks.
12. Acts upon citizen concerns or complaints, and where appropriate brings such concerns to the Chief Administrative Officer.
13. Ensures vehicles and mobile equipment within department is operated in a safe and responsible manner and in accordance with Town policies.
14. Ensures regulations laid down by Occupational Health & Safety and Environmental Protection are adhered to:
15. Maintains records with respect to maintenance and other public works activities.
16. Performs other related duties as assigned by the CAO.

Education and Experience Preferred :

1. Grade 12 education
2. Minimum of three (3) years experience in construction, utility operations, facility operations, road construction and maintenance, as it relates to a municipal operation
3. Demonstrated experience in the supervision of human resources, scheduling of projects and personnel, and the co-ordination of work crews, projects, and contractors
4. Experience in budget preparation and inventory controls
5. Certification in Water Distribution I, Water Treatment I, Wastewater Treatment I, and Wastewater Collection I (or a willingness to obtain this certification if required)
6. Excellent interpersonal and management skills
7. Ability to make presentations in a group setting
8. Computer literacy
9. Excellent verbal and written communication skills
10. Ability to operate municipal equipment and to train others in their operation
11. Ability to interpret blueprints, plans, maps, and other technical drawings
12. Valid Class Three (3) Alberta driver's license
13. Available to be on-call