



**POSITION: Working Foreman**

**DEPARTMENT: Public Works**

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**SUMMARY:**

This regular full-time position, reporting to the Chief Administrative Officer, or designate, supervises employees while carrying out day-to-day functions associated with Public Works. The Working Foreman will also be responsible for ensuring staff are trained, familiar with WorkSafe Practices, scheduling on call persons, and ensuring staff carry out their duties as per their job descriptions. The Working Foreman is skilled at all aspects of Public Works duties and assists in the overall Public Works operation and maintenance of roads, parks, trails, utilities, equipment, and facilities.

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**DUTIES AND RESPONSIBILITIES:**

**Administrative**

- Prepare work schedules for Public Works Department
- Purchasing supplies and equipment for Public Works within budgetary limits and according to District of Lantzville purchasing and other policies
- Cost account coding for Public Works invoices
- Assist in preparation of Operating and Capital budgets
- Prepare and submit a bi-weekly maintenance report and other relevant reports, as required
- Attend Council meetings, as requested
- Ensure that time sheets are accurate and kept up to date
- Assist in the design of small Capital projects
- Provide advice to the Chief Administrative Officer, or designate, regarding vehicle and equipment, repairs or replacements
- Assist the Chief Administrative Officer, or designate, in Subdivision referrals
- Prepare annual inspections and associated reports, e.g. playgrounds, sidewalks, sports fields, bleachers, etc.

**Working and/or Supervisory**

- Supervision of Public Works staff
- Ensure that WorkSafe BC Health & Safety rules, regulations and policies are followed

- Maintenance, repair and disinfection of the water distribution system in accordance with the *Drinking Water Protection Act* and any other requirements
- Maintenance and repair of streets/roads and parking lots
- Maintenance and repair of drainage collection systems
- Maintenance and repair of road infrastructure
- Installation and repair of road, parks and District signage
- General maintenance and repair of District buildings and structures
- General maintenance of parks, trails and open green-space areas
- Maintenance of playground equipment and playing fields
- Operation of maintenance related to vehicles and equipment
- Ensure repair and maintenance of District vehicles and equipment as per manufacturer's recommended maintenance schedules, as required
- Assist with and co-ordinate Capital works projects
- Conduct survey work not requiring a BCLS
- On-call duties as scheduled
- Assists the Chief Administrative Officer, or designate, in construction inspections
- Provides concise written reports for the Chief Administrative Officer or designate.
- Other duties that may be assigned from time to time
- Required to adhere to all WorkSafe BC regulations and any unsafe conditions are to be reported to the employee's supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties.

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**EMPLOYER DOCUMENTS REQUIRED:**

**ESSENTIAL:**

- Performance appraisals will be performed six and twelve months.

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**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Chief Administrative Officer

**Positions directly supervised by this position:** Maintenance Technicians 1 and 2, and Labourer

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**REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:**

**ESSENTIAL:**

**Education:**

- High-school diploma
- University Degree preferred
- Civil Technologist Registered with ASTTBC preferred

**Experience:**

- Minimum of three years' supervisory experience in local government Public Works (preferably in a Union environment);  
OR an equivalent combination of education and experience.

**Skills:**

- Excellent interpersonal, public relations and verbal and written communication skills.
- Must possess a high level of communication skills, both orally and in written English
- Must be proficient in Microsoft Word, Excel and Power Point
- Strong analytical, organizational and financial management skills.
- Strong multi-tasking and organizational skills and detail oriented.
- Proven leadership and people management skills
- Must have excellent time-management skills, with an ability to prioritize responsibilities effectively

**Knowledge:**

- Knowledge of and ability to implement safe work practices and the requirements of the regulatory agencies.

**Abilities:**

- Must have the ability to maintain pleasantly professional and effective relations with the public, even under adverse conditions or circumstances
- Must be physically and mentally capable of performing required duties
- Must be able to take direction from the Director of Public Works and work in a team environment
- Ability to adhere to a prescribed routine, yet be flexible to adjusting priorities dictated by changes in field conditions
- Ability to meet specified deadlines and work under minimal supervision
- Ability to work within the Annual Budget
- Ability to work with diverse groups of people and interests.
- Ability to attend evening and/or weekend meetings and other special events, as required.
- Positive and optimistic outlook, self-motivated and goal oriented.
- Ability to communicate, both verbally and in writing, tactfully, respectfully and effectively with other staff, management, elected officials and the general public.

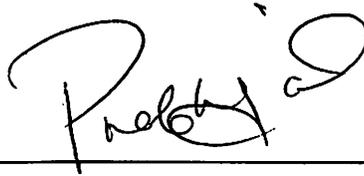
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to determine priorities, plan job tasks and organize work area.
- An excellent team player.

**Licences/Certificates:**

- Valid BC Class 5 Driver's Licence and an acceptable driver's abstract
- Level 2 EOCP Water Distribution Certificate, Level 3 preferred
- Level 2 Wastewater Collection Certificate
- Chlorine Handling Certificate
- Level 1 First Aid Certificate
- Accredited or eligible for accreditation with ASTTBC
- Pass and maintain Criminal Record clearance

**JOB DESCRIPTION APPROVAL AND DESIGNATION**

- Full-Time:
- Part-Time:
- Permanent:
- Temporary:
- Casual:




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Signature

Chief Administrative Officer: Prab Lashar

Effective Date: October 15, 2025