



District of Wells

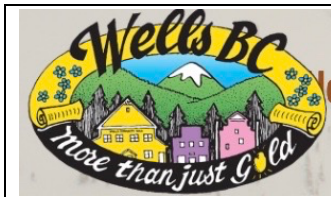
PO Box 219, 4243 Sanders Avenue, Wells, BC, VOK 2R0
Phone--250-994-3330 www.wells.ca

Public Works Foreman, Facilities Lands and Infrastructure Job Description

The Public Works Foreman is a working hands-on position. The Public Works Foreman organizes and coordinates the work of employees within various public works and parks departments to ensure that projects involving construction, vehicle repair, inventory, operation of utility works, public buildings, and roadways are maintained and completed on a regular basis.

Principle Responsibilities

- Under the direction of the CAO, the Public Works Foreman is responsible for organizing, scheduling, coordinating and supervising the work of the Public Works crew assigned to various projects.
- The Public Works Foreman directs and supervises employees on a regular basis and ensures that each job associated with the Public Works Department is successfully completed. Provides Public Works staff and contractors with direction (and in some cases demonstration) on how to complete the work; monitors progress; and provides feedback on results.
- Operates, maintains, inspects and conducts basic repairs to the:
 - water distribution system including but not limited to water treatment, water mains, service lines, fire hydrants;
 - wastewater/sewer collection system including but not limited to lift stations, force mains, and wastewater treatment works, lagoon, sewers, and sewer connection lines;
 - storm water collection system, including but not limited to culverts and ditches
- Undertakes minor extensions and upgrades to, and replacement of, the water distribution system, wastewater/sewer collection system, storm water system, roads, including but not limited to service connections and meters, pipes, hydrants, valves, meter housings, manholes, catch basins and many other related items.
- Operates, and performs minor maintenance and servicing of a variety of gasoline or diesel powered construction vehicles and equipment, including but not limited to utility trucks, lawn tractors or grass cutting equipment, backhoe tractor, pumps, compressors, generators, small motors, chainsaws, cut off saws, and other similar equipment and related attachments pertaining to construction or maintenance of water system, sewers, storm drains, roads, bridges, snowplowing, parks, or municipal buildings.
- Minor maintenance and servicing of a variety of gasoline or diesel-powered construction vehicles and equipment. Such tasks include but are not limited to lubrication, changing oil and oil filters, changing tires and rotating from time to time, battery servicing and maintenance, refuelling when necessary or required, radiator servicing, washing and cleaning of all utility vehicles, and other related servicing as required.



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- Water distribution, wastewater/sewer and storm water collection systems, and roads, sidewalks, ditches, boulevards, and laneways:
 - Regularly maintains, inspects and repairs storm drains, manholes, catch basins, ditches boulevards, sidewalks, paths, trails, roads and other hardened surfaces.
 - Lays and adjusts, to provide proper grades, pipe for sanitary sewer systems, storm water systems, water lines and other pipe lines;
 - Constructs and/or installs thrust blocks, hydrants, valves, manholes, catch basins and culverts;
 - Measures and marks roads as required; and
 - Constructs, installs and/or erects shoring and forms to mould and contain concrete
- Completes tasks involving basic carpentry such as concrete form work and finishing. Basic construction duties including items like repair of doors, staircases, treads, locksets, window casements, siding repairs, minor drywall repair, etc. Basic painting skills.
- Looks for ways to optimize work through operational efficiencies, new technologies, and best practices.
- Participates in emergency response activities.
- Assists/participates in Fire Department activities.
- Performs other related duties such as keeping work areas clean, repairing and replacing boardwalk trails, and any other duty that may be assigned by the CAO
- Performs administrative duties related to purchasing, inventory, invoice approval and various contracted and in-house projects.
- Obtains quotations, recommends selection and supervises contractors for annual and occasional contract requirements.
- Administers the Public Works operations budgets and assists in annual budget preparations for all related facilities and infrastructure, including major maintenance and minor capital projects.

Required Knowledge, Skills, and Abilities

- Knowledge to effectively understand and comprehend oral and written instructions, sketches, plans and worksheets. Basic proficiency in computer skills including specialized software e.g., GIS, etc. or demonstrated ability to learn.
- Knowledge of the WorkSafeBC rules of safe operation and the precautions to be taken to avoid accidents in the operation of equipment.
- Possession of skills required in the operation of such equipment as backhoe, and other similar types of equipment.



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- Working knowledge of the methods and practices relating to the construction and maintenance of roads, sewerage and water systems, and tools used in servicing, maintaining such equipment and infrastructure.
- Physically capable of performing labor-intensive tasks in various conditions
- Ability to draft short reports, keep and document records, schedule regular maintenance, coordinate projects and liaise with outside agencies and contractors.
- Ability to direct staff in order to maintain the Public Works functions as an efficient and effective operation. Excellent networking and interpersonal skills to interact with, external agencies, contractors and members of public. These skills are required to represent the municipality effectively as well as to provide direction and leadership within.
- Ability to deal tactfully and effectively with the public, contractors, and fellow staff members.
- The Public Works Foreman must be proficient in the maintenance and construction of water, wastewater, storm and road infrastructure including the operation of sewage lagoons, lift stations and water pump stations.

Education, Work Experience, Required Qualifications

- Valid B.C. Driver's License Class 5
- Possession of Grade 12 level of education or equivalent training and/or experience
- Level 1 Certification within BCWWA Operator Education Program (Environmental Operator Certification Program) for water treatment, water distribution systems, wastewater collection and wastewater treatment, or the equivalent or willingness to obtain same.
- Certification or equivalent demonstrable proficiency in the operation and maintenance of equipment

How to Apply:

Submit your resume and cover letter to:

Email: general@wells.ca

Mai/In-Person: 4243 Sanders Avenue, Wells, BC

Deadline: Applications accepted until May 16, 2025