



District of Wells

PO Box 219, 4243 Sanders Avenue, Wells, BC, V0K 2R0
Phone--250-994-3330 www.wells.ca

Job Posting

Job Title: Public Works Foreman, Facilities Lands and Infrastructure

Location: District of Wells

Reports To: Chief Administrative Officer (CAO)

Salary: Starting at \$36.00/hour (dependent on qualifications and experience); Full benefits after probation.

Location:

The District of Wells is a small municipality in the Cariboo Regional District of British Columbia. Nestled in the Cariboo Mountains, it is a beautiful place to live, work and play.

Job Summary:

The Public Works Foreman is a working supervisor responsible for the safe, efficient, and effective operation of the Public Works Department. This includes direct supervision of staff, coordination of daily activities, planning, reporting, budgeting, and hands-on work involving the maintenance and construction of municipal infrastructure such as roads, water and sewer systems, parks, and buildings.

Key Responsibilities:

Operations & Supervision:

Plan, schedule, supervise, and perform maintenance and construction activities related to:

- Roads and trails (including snow removal)
- Water distribution and wastewater collection systems
- Storm drainage systems
- Parks, cemeteries, and public lands
- Municipal buildings and fleet equipment
- Act as the Chief Water Distribution Operator
- Monitor and respond to public works emergencies
- Maintain departmental records, logs, and inspections
- Assist/participate in Fire Department activities

Administrative & Strategic Duties:

- Develop and execute the annual work plan
- Participate in budgeting, procurement, and invoice approvals
- Write reports, correspondence, and policies
- Manage contractors and liaise with external agencies
- Participate in infrastructure planning and capital projects

Health & Safety:

- Ensure staff follow WorkSafeBC regulations and municipal safety policies
- Deliver safety training and lead debriefs on incidents

Required Qualifications & Experience:



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- Grade 12 or GED equivalent
- Valid BC Class 5 Driver's License
- Minimum 3 years experience in municipal infrastructure maintenance
- At least 3 years supervisory experience in a related field
- EOCP Certification (or willingness to obtain) in:
 - Water Distribution (Level 1 and 2)
 - Wastewater Collection
 - Certification in Public Works Supervision, Management, or equivalent training
 - First Aid Level 1 and WHMIS (or ability to obtain)
- Criminal record check required

Skills & Abilities:

- Proficiency operating heavy equipment (e.g., loader, skidsteer, backhoe)
- Hands-on mechanical aptitude for vehicle and equipment maintenance
- Knowledge of municipal infrastructure and construction methods
- Ability to read and interpret engineering drawings, blueprints, and plans
- Strong leadership, organization, and decision-making abilities
- Excellent communication, public relations, and conflict resolution skills
- Competency with computer applications and ability to learn industry-specific software
- Physically capable of performing labor-intensive tasks in various conditions

Work Conditions:

- Full-time, 5 days/week (8 hours/day)
- On-call duty required occasionally
- 90-day probationary period

Benefits:

- Comprehensive benefit package via Pacific Blue Cross:
- Extended health, dental, and vision
- Life Insurance
- Short- and Long-term disability
- Municipal Pension Plan

How to Apply:

Submit your resume and cover letter to:

Email: general@wells.ca

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

Deadline: Applications accepted until May 16, 2025