

Village of Donalda

Public Works Foreman

Position Description

Position Summary

The part time, working foreman, reports to the Chief Administrative Officer (CAO), provides leadership to all aspects of the public works department, including supervision of part time departmental staff, and is responsible for the safe and prudent operation, maintenance and replacement of Village assets and infrastructure.

Key Responsibilities

- Identifies short, medium and longer-term work requirements and projects. Organizes and deploys resources to complete those requirements and projects within budget and in a timely manner.
- Ensures efficient and effective delivery of departmental services.
- Maintains Village assets and infrastructure (such as: streets, lanes, sidewalks, street and other signs, park and green spaces, buildings, machinery, vehicles, tools, drainage systems, water distribution system, water meters, and sewage collection system) in proper and safe operating condition.
- Anticipates problems and proactively takes steps to eliminate, minimize, manage and resolve them. Resolves complaints and concerns. Receives and responds to public works related calls and call outs, including emergencies, during and outside of work hours.
- Regularly inspects Village property (such as: park and green spaces, cemetery, streets, lanes, sidewalks, signage) and ensures such property is in tidy, safe and well-maintained condition. Completes seasonal vegetation control on Village properties.
- Locates and marks Village infrastructure, including cemetery plots, as required.
- Operates and maintains Village equipment, including snow removal equipment, when required.
- Maintains public works shop and yard in tidy and well-maintained condition so as to provide a safe and efficient work space.
- Purchases departmental supplies and materials according to approved purchasing practices and within approved budget. Manages and safeguards inventory of public works supplies and materials.
- Hires and supervises contractors, when and as required.
- Supervises, trains, motivates, evaluates and disciplines (when required) public works employees. Trains staff to efficiently complete assignments.
- Ensures work is completed safely and in compliance with health and safety requirements and Village policies.
- Proactively works to foster positive relationships with residents, businesses, visitors and community groups. Cooperates, in accordance with Village guidelines, with community organizations to achieve Village objectives.
- Deals with public, coworkers, contractors, County staff and others courteously, professionally and promptly.
- Attends council and other meetings, when requested, to provide updates and to participate in discussions.

- Assists with preparing public works related capital and operating budgets and with scheduling capital and maintenance projects. Controls expenditures within approved budgets. Obtains approval prior to exceeding approved budget.
- Creates and maintains accurate departmental records.
- Assists coworkers when requested.
- Keeps CAO apprised on important or significant public works matters.
- Other duties of a similar nature, as assigned.

Qualifications, Skills & Abilities

- Well developed planning and organizational skills combined with the ability to identify work requirements and to create and complete short, medium and longer term departmental work plans.
- Ability to safely operate, maintain and service departmental assets and equipment.
- Ability to troubleshoot and complete minor equipment repairs.
- Ability to read and interpret infrastructure drawings and maps.
- Minimum of 3 years' experience in a similar position.
- Ability to complete the physical and manual tasks associated with this position.
- Willingness and ability to receive and respond to calls and call outs during and outside of regular work hours.
- Ability to effectively supervise, train and motivate public works employees.
- Well developed communication and interpersonal skills.
- Ability to work effectively as an individual and as part of a team.
- Alberta driver's license, class 5 minimum.
- Current first aid, WHMIS, basic Emergency Management and Incident Command System (level 300) certifications.
- Criminal records report, acceptable to the Village, is a prerequisite to employment.

Updated April 2024