



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

Utilities Foreman

POSITION

POSTING #

24-62

POSTING TYPE

Internal & External

POSITION TYPE

Full-time

HOURS OF WORK

40-hour work week, as per schedule

DEPARTMENT Public Works

HOURLY RATE \$41.14 per hour, Grade 9, Schedule “B” Outside Employees
(Wage is currently under review)

Competitive benefits package included as per CUPE Collective Agreement. Extended health, dental and vision care, short- and long-term disability, pension plan, accidental death and dismemberment insurance, life insurance, \$500/yr. health and wellness benefit, footwear allowance and more.

POSITION SUMMARY

Reporting to the Deputy Director, Public Works, the Utilities Foreman participates in, and supervises, the work of Utilities personnel engaged in the construction and maintenance of water supply, disinfection and distribution infrastructure, sanitary and storm sewer collection and treatment systems and facilities.

The incumbent works with minimal supervision and a great deal of initiative while participating in and supervising the works of in-house and contract personnel, labourers, trades people, consultants, and specialty personnel as required. Coordinates tasks with other Public Works sections, City departments, contract personnel and volunteer groups.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED

LICENSES / CERTIFICATES

- Valid Class three (3) BC Driver’s License with Air Endorsement
- Valid Environmental Operators Certification Program (EOCP) certification as:
 - Water Distribution (WD2) Operator
 - 2 Water Treatment 2 (WT2) Operator
 - Wastewater Collection 2 (WWC2) Operator
 - Wastewater Treatment 2 (WWT2) Operator
 - Cross Connection Assembly Tester
- Transportation of Dangerous Goods (TDG) Certification
- Chlorine Handler’s certificate equivalent to that issued by the BCWWA after approved course completion and successful passing of examination

EXPERIENCE

- Minimum of ten (10) years' Municipal Public Works experience; or work experience of a similar nature in private industry including;
Minimum seven (7) years' direct hands-on work experience with day-to-day involvement with operation, maintenance and/or installation of water distribution systems
Minimum seven (7) year direct hands-on work experience with day-to-day involvement in operation and maintenance of municipal wastewater collection and/or treatment facilities

SPECIFIC SKILLS

- Supervise in-house and contract personnel assigned to the design, construction, maintenance, and repair of potable water, sanitary and storm sewer buried and above ground works, facilities and infrastructure.
- Provide leadership and mentoring for all staff under the supervision of the Chief Operator. Ensuring all staff are trained and orientated on all aspects of the City's utility systems, procedures, tools and equipment.
- Plan, prioritize, schedule, and coordinate work tasks performed by the Utilities section, with other City departments and contract personnel.
- Use tact, good judgement and independent initiative to deal with interpersonal matters and public relations to ensure that a positive approach is used by Utilities staff in providing effective and efficient customer service
- Ensure that all City of Cranbrook Health and Safety Policies and WorkSafe BC Regulations and Safety Standards are adhered to by Utilities personnel and contractors at all work sites at all times.
- Review daily crew sheets for all work completed by or under the direction of the Utilities section and thoroughly document all work performed.
- Prepare documents, letters and related correspondence to maintain effective working relationships with other utility companies, developers, contractors, consultants, the general public and City staff.
- In consultation with the incumbent's immediate supervisor, other City personnel and departments, assist with the research, recommendation, development, implementation and administration of computer-based inventory, maintenance management, and unit cost tracking programs for all above ground and buried City utility systems assets.
- Prepare and obtain quotations and tenders and undertake the purchase of goods and services in accordance with the City Purchasing Policy and practices.
- Prepare and update detailed project specific cost estimates and budget submissions for proposed annual operation and maintenance activities and projects/acquisitions proposed for inclusion in the City's Five-Year Financial Plan.

SPECIAL REQUIREMENTS

- SCADA operating principles, application and software programming.

CLOSING DATE **Open until filled**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15