

JOB DESCRIPTION

DATE October 7, 2024

POSITION	Public Works Sub-Foreman (Water Distribution and Collection)
REPORTING TO	Public Works Foreman
HOURS OF WORK	36 hours per week, as assigned
SALARY	\$36.57 per hour, as per collective agreement

GENERAL DUTIES
SUB-FOREMAN (Distribution/Collection)

- Ensure all work performed is completed in compliance with the current Occupational Health and Safety Act, Safe Drinking Water Act, Water Resources Act and all other applicable regulations, bylaws and municipal policies.
- Ensure pre-construction plans (includes Traffic Control Plan) are filled out accordingly and all staff are aware of risks identified.
- Supervise the use of all vehicles, heavy equipment and power tools and operate same when needed.
- Assist management in the supervision of contractor's work when required; coordinate or participate in capital works projects when directed; coordinate work of the crews around contractors or others to avoid any conflicts.
- Collaborate with or direct other municipal employees and contractors/outside services.
- Assist other Sub-foremen whenever possible.
- Keep a written daily log of all work and time expended, prepare and submit monthly reports to supervisor.
- Respond to and investigate service requests and resolve routine matters without supervision.
- Receive work orders and respond to all calls from the Public Works Office, the Municipal Office and Municipal Emergency Dispatch (Fire, Police) in a courteous and effective way; investigate and respond as applicable.
- Monitor and oversee crew and/or contractor time.
- Ensure that all work is done in an efficient, cost-effective and safe manner.
- Report the need for overtime hours directly to immediate Supervisor/Foreman for approval prior to deployment.
- Operate machinery, vehicles and equipment and direct and/or supervise work of employees doing any such work; ensure compliance with legislation (labour laws, health and safety, etc.).
- Participate in or coordinate training as directed by the Manager or his/her designate; advise Foreman of any perceived training needs.
- Assist other municipal departments as directed (landfill, cemetery, community services, other PW areas, water and sewer, etc.); advise the office/Foreman of all such requests.
- Ensure proper communication with staff and Foreman in order to optimize the procurement of materials, supplies and services.
- Advise the office of any change of plans that were previously communicated to or by the office or of any irregularity outside the realm of normal activity.
- Participate as a full working member of the crew when not involved in supervisory activities.
- Advise Foreman of all internal matters, including complaints, concerns, suggestions to improve working conditions or efficiency or any other matter.
- Establish and maintain cooperative working relations with those contacted in the course of work.

PUBLIC WORKS

- Organize and direct crews and perform work related road maintenance, water distribution, wastewater collection, drainage and other Public Works activities (daily and seasonal duties will vary).
- Patrol and monitor roads to identify deficiencies and ensure compliance with the legislation, standards and policies; complete and maintain records including patrol sheets, ensure adherence to the Minimum Maintenance Standards for the Province of Ontario and ensure that any follow-up work is scheduled and properly completed by crews.
- Assist in Drafting work plans, determining and recommending priorities and scheduling work required (daily, weekly and seasonal).
- Assist in Planning seasonal activities (such as ditching and brushing, etc.).
- Monitor and evaluate weather conditions.
- Assist in estimating materials and supplies needed check inventory of supplies (gravel, salt, culverts, etc.); recommend any purchases and obtain authorization from the Foreman/supervisor prior to ordering materials for construction or maintenance projects.
- Perform basic surveying duties (ex.: provide line and grade for drainage projects, etc.) and provide leadership for all projects undertaken.
- Ensure inspection of vehicles and equipment as per safety standards and ensure that all are maintained in good operating condition.
- Oversee and conduct routine maintenance and repairs.
- Prepare equipment for seasonal activities.
- Advise Foreman of any non-routine repairs required.
- Conduct routine repairs and/or schedule and oversee work of outside services as authorized by the Foreman or his/her designate.
- Assist in implementing preventive maintenance programs.

WATER DISTRIBUTION & COLLECTION

- Perform camera inspection of sanitary service lines and mains / file reports.
- Flush and maintain sewer mains.
- Repair hydrants.
- Assist in winterizing and flushing hydrants as required.
- Perform locates.
- Open and close, exercise water valves.
- Thaw frozen water service lines and mains.
- Unplug blocked sewer service lines and mains.
- Conduct routine water and sewer maintenance and repairs.
- Co-ordinate and oversee non-routine sewer and water maintenance and repairs.
- Inspect sewer and water installations and ensure proper standards have been applied.
- Delivery of customer notices.
- Make sketches and simple diagrams regarding as built construction.
- Use knowledge in pricing materials, measuring distances and pipe lengths and estimate volumes (ex.: gravel, sand, etc.).
- Use knowledge in calculating slope for drainage and pipe depths.
- Forecast materials and supplies needed, check inventory of supplies and obtain authorization from the Foreman/Supervisor prior to ordering materials.
- Work independently in the absence of supervision.

OTHER DUTIES

- Problem solving using established guidelines and policies.
- Update bulletin boards with current activities and schedules.
- Opening and closing of facilities (as required).
- Office janitorial work (as required).
- Any other duties as assigned within the general scope of the position.
- Complete all MOL Notice of Excavations.

- Log, edit and manage service requests.
- Collect and upload GPS data.

REQUIREMENTS

- Minimum Grade 12 or equivalent (post-secondary education in a related field would be an asset).
- Minimum 5 years' experience in public works or similar related experience.
- Have and maintain a valid DZ driver's license and a driving record free of frequent or serious violation.
- Water Distribution Class 1, Wastewater Collection Class 1.
- Ability to comprehend, interpret and apply Ministry of Environment requirements and all legislation relating to water and sewer works.
- Knowledge in the American Water Works Association standards/guidelines.
- In depth knowledge of the Minimum Maintenance Standards for the Province of Ontario.
- Experience in heavy equipment operation, maintenance and snow plowing activities.
- Experience in Traffic control, confined space, water and sewer main repairs, and hydrant repairs is required.
- Be available and willing to deploy after hours and on weekends to respond to or to coordinate crews in response to emergencies as needed.
- Available to participate in an on-call rotation.
- Be available to work long hours, overtime or shifts in emergency situations with or without prior warning.
- Knowledge of methods and techniques of construction, maintenance and repair related to Public Works.
- Knowledge of mechanics, maintenance and repairs.
- Ability to understand maps and engineered drawings.
- Ability to comprehend and interpret technical documents, standards and policies.
- Ability to calculate and provide line/grade/measuring and basic surveying for roads and drainage; ability to operate basic survey equipment.
- Ability to prepare basic reports.
- Must possess basic mathematical abilities.
- Demonstrated supervisory skills.
- Ability to coordinate more than one work crew at a time.
- Ability to apply good judgment, practical knowledge and innovation to resolve unusual or irregular problems.
- Work independently in the absence of supervision.
- Must be of a physical condition that allows him/her to perform as a full working member of the construction/maintenance crew.
- Cardio Pulmonary Resuscitation (C.P.R.), WHMIS, first aid and safety courses.
- Must be able to apply sound judgment in cases of emergency and in daily activities.
- Must demonstrate interpersonal skills and tact in dealing with the public, staff, outside agencies and other internal departments in a courteous and effective manner.
- Organization skills – time management.
- Basic knowledge in diesel mechanics, electronics, hydraulics, general mechanics, welding.
- Ability to adapt to changing conditions.
- Public relations/customer service skills.
- Competent with computers, operating systems, and a variety of software applications.
- Ability to accurately follow directions and to give directions clearly.

Applications for this position will be accepted, in confidence, until **November 4, 2024, at 4 p.m.**

Applications should be addressed to: Sonal Brahmhat, CHRP
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
E-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.