



## VILLAGE OF ZEBALLOS

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### PUBLIC WORKS FOREMAN

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The Village of Zeballos requires a full-time Public Works Foreman. This position reports to the Chief Administrative Officer (CAO).

The Village of Zeballos is on the Northwest coast of Vancouver Island, where the Zeballos River meets the Zeballos Inlet. It is part of the Strathcona Regional District (SRD), and occupies a portion of the traditional territory of the Ehattesaht/Chinehkint First Nation, in the northern region of the larger Nuuchah-nulth First Nations territory. Zeballos is the smallest municipality in BC, with just 107 year-round residents living on 1.45 km<sup>2</sup>. It is a remote community, located at the end of a 42 km active logging road, known for its gold mining history, world-class salmon fishing, kayaking, hiking, and other outdoor adventure opportunities. Local amenities include a health clinic, library, K-12 school, museum, and a public wharf. See [www.zeballos.com](http://www.zeballos.com) for more information about the Village.

#### POSITION SUMMARY

Reporting to the CAO, the Public Works Foreman is a working supervisor responsible for organizing the safe and efficient day-to-day operations of the public works department. This position provides direct supervision to one, part-time crew member and carries out all Public Works tasks, including planning, scheduling, monitoring and reporting on tasks/projects that have been assigned, approving invoices, participating in the yearly budgeting process, writing reports, memos and policies, and building effective working relationships with stakeholders both internal and external to the organization. Based on direction provided by the CAO, the Public Works Foreman is responsible to develop and execute the annual Public Works department plan for the operation, maintenance, and repair of the following services:

- Municipal Roads and Bridges;
- Municipal Parks and Lands;
- Municipal Facilities and Structures (including the Municipal Cemeteries);
- Municipal Vehicles (including firefighting vehicles);
- Storm Drainage;
- Water Supply and Distribution;
- Sanitary Sewer; and
- Public Works Department tools and equipment.

The Public Works Foreman is an effective team member whose contributions assist in the achievement of department and organizational objectives.

The Public Works Foreman also includes the role of Chief Water Distribution Operator.

#### TYPICAL DUTIES AND RESPONSIBILITIES

- Responsible for management of the Public Works department, including, maintenance programs and all other programs and services provided through public works; such as emergency response and cemetery operations (maintenance and burials).

- Plans the work schedule for Public Works staff on a daily, weekly, monthly, and yearly basis based on direction from the CAO and in accordance with the Village of Zeballos Corporate Strategic Priorities and approved budgets.
- Directly carries out most Public Works tasks and projects, including but not limited to, operating equipment and machinery, engaging in manual labour, vehicle maintenance, building inspections and routine maintenance, and more.
- Delegates to Public Works staff or external contractors as appropriate to safely and efficiently maximize Village resources.
- 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.
- Provides Public Works staff coaching on how to improve performance and/or address simple workplace issues that arise.
- Supports Public Works Staff by sharing knowledge and troubleshooting challenging situations; provides advice and direction on how to resolve.
- Listens and responds to public inquiries and complaints.
- Prepares technical reports and correspondence as required.
- Advances performance concerns to the CAO, providing appropriate background information; participates in meetings to address performance concerns as required.
- Looks for ways to optimize work through operational efficiencies, new technologies, and best practices.
- Looks for ways to improve Village resiliency and self-sufficiency in response to climate change and other potential hazards.
- Ensures established safety policies and procedures, rules and regulations are met; debriefs with Public Works staff when incidents occur, and discusses preventative measures.
- Works with the CAO to identify and arrange for various employee training and development opportunities.
- Ensures work takes place in accordance with established policies, procedures, and practices.
- Completes paperwork and reports including, but not limited to, the following:
  - Departmental work plan;
  - Monthly department reports for Village Council;
  - Department policies and procedures;
  - Daily journal; and
  - Task/Project tracking.
- Records and organizes inspection, repair, maintenance and benchmarking data for Village properties, fleet, and other assets.
- 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.
- Ensures that all equipment, tools, and apparatus are in good repair and in proper working order.
- Recommends options or projects that facilitate upgrades or replacement of existing facilities and performs the required work to ensure the proper installation.
- Works closely with Village administration, providing assistance to them as required.
- Performs other duties as required.

#### MINIMUM QUALIFICATIONS:

- Completion of Grade 12
- Must possess and maintain a Class 5 Driver's License
- The following EOCP certifications, with a willingness and ability to upgrade within 2 years:
  - Small Water Systems
  - Level 1 Wastewater Collections
- Certificate in Public Works Supervision; OR an equivalent in education, training and experience; including the successful completion of a course (accredited course or a course of 25 hours or more in duration from an accredited school or program) in one of the following:
  - Management & Leadership Skills
  - Project Management
- Must possess a willingness to participate in training sessions to develop or enhance required skills.

#### EXPERIENCE:

- Minimum 7 years experience in the repair and maintenance of municipal infrastructure.
- Minimum three (3) years of supervisory/leadership experience in a related discipline (supplemented with supervisory training) within the past seven (7) years.
- Experience with creating departmental work plans and budgeting.
- Experience in administering infrastructure maintenance programs.
- Minimum one (1) year experience in a municipal wastewater collection operations role utilizing Level 1 EOCP certification in Municipal Wastewater Collection within the past five (5) years.
- Minimum two (2) years experience in a water operations role (including pumping and distribution facilities) for a Small Water System or higher within the past five (5) years.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- A thorough knowledge of, and understanding of industry best practices in the following areas:
  - Roadworks operation, maintenance and repair (including winter road maintenance);
  - Water distribution systems (including SCADA systems);
  - Sewage collection and treatment systems (including SCADA systems);
  - Storm drainage systems;
  - Parks maintenance (including lands used for recreational, burial, and ornamental purposes);
  - Building and facility maintenance practices;
  - Fleet vehicle and equipment maintenance;
  - Solid waste collection; and
  - A solid understanding of WorkSafe BC regulations and safe work procedures.
- A solid understanding of traffic control standards and requirements.
- Solid ability to read and understand construction drawings and schematics, and blueprints.
- Leadership abilities, including the ability to influence others and gain their support and commitment, the ability to provide constructive feedback, and the ability to resolve conflict.
- Excellent communication and interpersonal skills, including the ability to communicate with tact and discretion when settling requests, complaints or clarifying information with the public, subordinate staff, outside agencies and businesses.
- Sound knowledge of applicable municipal bylaws, policies, procedures, and engineering design standards and specifications.
- Sound computer skills with the capacity to promptly learn new computer software programs relevant to the department.
- Demonstrated proficiency in Microsoft Office products, especially Word, Excel, and Outlook.

- Ability to organize and prioritize work in order to meet deadlines.
- Ability to create schedules, plans, and reports.
- Excellent judgment, problem solving, and analytical skills.
- Demonstrated ability to create effective action plans to identify, diagnose, analyse, and resolve related issues.
- Proven ability to adapt to changing situations and maintain composure.
- Physical ability to occasionally lift heavy objects, work in awkward positions and confined spaces, frequently stand and walk throughout the day, and work in inclement weather.

This is a full time, temporary (1 year) position starting at \$60,000 per year, starting as soon as possible.

To apply, submit references with contact details along with your resume and cover letter to the attention of:

Eileen Lovestrom, CAO  
Village of Zeballos  
PO Box 127, Zeballos, B.C. V0P 2A0  
Fax to 250-761-4331 Email to [zeballos@recn.ca](mailto:zeballos@recn.ca)

Applications will be received until 4:30 p.m. Friday, May 18, 2018

Posted  
April 13, 2018  
E. Lovestrom