

# Job Description

## Hamlet Foreman

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Hamlet Foreman is responsible for the management, administration and delivery of all municipal works programs and services in order to ensure that residents receive effective and appropriate services.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

Reporting to the Senior Administrative Officer, the Hamlet Foreman will oversee all municipal works operations. The Hamlet Foreman will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

The Hamlet Foreman is responsible for the delivery of programs in the areas of water and sanitation, road maintenance and repair and building and vehicle maintenance. He/she must supervise and lead municipal services staff in an effective and sensitive manner and ensure the level of morale is maintained. He/she must also respond to concerns and complaints of residents in a positive and courteous manner.

The delivery of municipal services is vital to the safety and health of the community. Providing adequate services will enhance the safety, health and well-being of the community. The ability to deal with residents and the public in a courteous and respectful manner will reduce the number and level of complaints concerning municipal services.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Manage municipal services in the areas of transportation, airports and mobile equipment

#### Main Activities

- Perform inspections of roads, bridges and drainage systems
- Supervise the road/highway maintenance program including snow removal and road maintenance and repair
- Supervise and monitor the dust suppression program and road signs
- Manage runway maintenance at airports
- Ensure mobile and stationary equipment is properly maintained

2. Manage water and sanitation systems in order to ensure the availability of a clean community water supply and the proper disposal of waste and sewage

Main Activities

- Supervise and ensure the maintenance of water quality standards
- Manage the operation of the water treatment plant
- Supervise the delivery of water to residents, businesses and facilities
- Manage the sanitation and sewage collection and disposal system
- Ensure standards and disposal procedures are followed
- Manage the solid waste management system
- Conduct regular inspections of water and sanitation systems

3. Manage maintenance and repairs to public buildings

Main Activities

- Conduct inspections of public buildings
- Make emergency repairs and coordinate repairs to buildings
- Maintain fire protection systems and equipment
- Supervise landscaping and grounds maintenance
- Coordinate maintenance/repairs to structural, mechanical and electrical systems

4. Supervise Municipal Services Staff in order to ensure a positive and healthy work environment

Main Activities

- Evaluate, train and develop staff
- Provide leadership, guidance and counseling to staff
- Promote staff morale and workplace safety
- Assign tasks and ensure schedules are maintained
- Adjust tasks to meet staff capabilities
- Provide opportunities for training
- Ensure work place safety is practiced
- Supervise staff and delegate responsibilities
- Take corrective action when required

5. Maintain the general administration of the Municipal Services Department

Main Activities

- Prepare budgets and financial reports
- Assist with planning
- Establish preventative maintenance schedules
- Prepare plans for short terms projects
- Manage applicable projects

- Manage contracts
  - Keep a daily log
  - Track data using the Maintenance Computer Program
  - Prepare activity and work order reports
  - Recommend the purchase of goods and equipment
  - Maintain inventories
  - Provide reports to government agencies, departments and other organizations as required
  - Ensure records are maintained

6. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ municipal services program administration
- ✓ preventative and predictive maintenance programs
- ✓ water and sanitation systems management
- ✓ water sampling and testing techniques
- ✓ operation of a water treatment plant
- ✓ equipment, building, water and sanitation and road maintenance inspection procedures
- ✓ road maintenance and repair
- ✓ building maintenance
- ✓ mobile equipment maintenance
- ✓ basic knowledge of mechanical, plumbing, heating and electrical systems
- ✓ basic knowledge of heavy equipment operation
- ✓ applicable bylaws and procedures
- ✓ knowledge of administration, budgets and human resource management

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ supervisory and human resource management skills
- ✓ client service skills
- ✓ contract management skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the Maintenance Program
- ✓ effective public relations and public speaking skills
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Hamlet Foreman would normally attain the required knowledge, skills and attitudes through completion of a Journeyman Certification Program in a related trade combined with several years of trades, administration and supervisory experience. He/she must have Level III Water and Waste Water Treatment Plant Operator's Certificate. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Hamlet Foreman has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Supervisor will have to work in all weather, and must be prepared for both extreme heat and cold. As the Supervisor is handling potentially dangerous materials he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Hamlet Foreman must work outside in all different weather conditions including extreme cold and extreme heat. The Hamlet Foreman may be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Hamlet Foreman may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Hamlet Foreman must work independently and is expected to maintain a schedule of delivery, collection and disposal. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress is caused by the requirement to supervisor and direct others and due to the range of responsibilities for the position.

