



**Village of Anmore  
Public Works Foreman**

## **POSITION SUMMARY**

The Village of Anmore is inviting applications for the position of Public Works Foreman. Under the general direction of the Director of Operations, the Public Works Foreman will administer and oversee the construction, maintenance and operational activities of roads, utilities, buildings and other assets of the Village. The incumbent shall be responsible for ensuring the efficient operation of all aspects of the Public Works and Parks services, including, but not limited to, municipal utilities, services and equipment. The successful candidate shall be knowledgeable in budgeting requirements and able to perform administrative duties.

This position is also required to accept stand-by and call-out time as part of their regular schedule of work. This position is also required to be an active member of the Sasamat Volunteer Fire Department.

## **CORE DUTIES AND RESPONSIBILITIES**

- Manage the Public Works Department budget and assist with the preparation of the Annual Budget
- Oversee and motivate public works staff
- Prioritize projects and workload
- Assist the department in a “hands on” capacity on a regular basis
- Maintain supply of bear-proof garbage cans
- Oversee brush chipping program
- Purchase equipment and supplies within budget
- Communicate and interact effectively with multiple stakeholders in service delivery
- Respond to complaints and concerns of public
- Inspect and monitor new development sites for quality control in accordance with municipal bylaws and regulations
- Ensure Safety and Risk Management policies and procedures are adhered to
- Prepare and/or review comprehensive reports, plans, contract documents and estimates
- Monitor and maintain winter road conditions
- Monitor and maintain Anmore’s water system
- Operate all municipal equipment as needed

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Minimum of 5 years’ experience related to municipal engineering and associated technical and operational functions, including working knowledge of project management and municipal codes and regulations.
- A thorough “hands-on” knowledge and understanding of municipal best management practices relating to the construction and maintenance of water systems, roads, parks, drainage, and other facilities.
- Ability to create and develop systems and programs that support the effectiveness and efficiency of Public Works and Parks operations.
- Comprehensive and current knowledge of WorkSafe BC regulations and requirements as they relate to municipal public works and parks operations.
- Ability to build and maintain positive working relationships with other departments, outside agencies and the public.
- Knowledge of principles of water chemistry, biology and physics as they relate to water distribution, booster, PRV and chlorination stations.

- Ability to successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment.
- An advanced level of written, interpersonal and communication skills.
- Ability to confidently exercise considerable independent judgment and make sound decisions that reflect well on the Department and the organization.
- Proven supervisory and team leadership skills.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- Experience with Microsoft software (i.e. Excel, Word, and Outlook), and knowledge of databases.
- Possession of a valid class 5 BC driver's license.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Completion of Grade 12 supplemented with post-secondary education in the construction, civil engineering or related field.
- Completion of a Certificate in Civil Engineering Technology or Public Works Supervision, supplemented with formalized training in administrative management, project management and leadership skills or equivalent (preferred).
- Possess a certificate in the Environmental Operators Certification Program (EOCP), with a minimum of Water Distribution Level 2, and Hypochlorination training.
- Knowledge and experience with bylaw enforcement would be an asset.

A current driver's abstract that has been obtained within 6 months of the closing date below must be submitted with your application in order to be considered for this opportunity and in order for your application to be complete. To obtain a copy of your driver's abstract, please contact ICBC directly or the driving authority where you reside.

Any other required licenses, certificates and registrations associated with this position must be valid and current at the time the posting closes and must be attached to your application. Applications without the attached required documents will be deemed incomplete and will not be considered.

The hours of work for this position, generally, are Monday – Friday, 8:30am to 4:00pm.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Qualified applicants are invited to submit a covering letter and resume to Juli Kolby, CAO at:

Village of Anmore  
2697 Sunnyside Road  
Anmore, BC V3H 5G9

or via email to: [juli.kolby@anmore.com](mailto:juli.kolby@anmore.com)

This opportunity is open for receipt of applications until 4:00p.m. Tuesday, January 12, 2016.