



Five Rivers is a municipality in New Brunswick. It was formed through the 2023 New Brunswick local governance reforms.

Title: Public Works Foreman, Five Rivers, NB

Department: Public Works

Job Summary: Reporting to the Chief Administrative Officer (CAO), the public works foreman manages the day-to-day coordination and of the Public Works Department and assists in the execution of the work done by the Department. The public Works foreman is responsible for the safe and efficient delivery of services provided by the Public Works Department. Oversees the work of external contractors and other contracts and provides advice and technical guidance to the Chief Administration Officer regarding infrastructure. Assists with the development of the annual work plan, department budgeting, asset management and ensures compliance with the plans and policies approved by council as well as provincial and federal legislation.

The position is physically demanding and requires physical labor (mowing, wiper snipping, shoveling, digging, lifting, weeding, garbage collecting). The position also requires landscaping skills.

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

Organizational Status: The Public Works Department manages the municipal wastewater system, street and sidewalk maintenance, parks and recreational facilities, fleet management, care and maintenance of all municipal buildings and facilities including the Bonar Law Commons facility.

Essential Duties:

- Maintains and manages the municipal wastewater system including daily monitoring and servicing of the wastewater pumping stations and wastewater lagoon operation.
- Identifies equipment and materials needed for jobs.
- May be required to read engineering plan. Directs and works with other public works employees and provides advice on how to resolve problems in accordance with established standards and procedures.
- Supervises other public works employees including training, mentoring, monitoring, and providing ongoing feedback on performance, correcting behavior, and providing input into hiring and professional development needs and assisting in conducting annual performance appraisals.
- In accordance with the Occupational Health and Safety Regulations, directs and trains employees on how to work in a safe manner.
- Obtains quotes and with approval, purchases materials and equipment. Reviews attendance records and ensures daily time sheets/logs are completed.

- Provides reports on results of the work and participates in reviews of the equipment and material needed for the function of the Public Works Department.
- Investigates and responds to public service requests in accordance with municipal policies and procedures and advises the Chief Administrative Officer of issues as required.
- Records and organizes inspection, repair, maintenance, and benchmarking data. Ensures inspection reports are completed related to municipal infrastructure.
- Ensures that all vehicles, equipment, and tools are serviced, in good repair and in proper working order.
- Operates equipment such as trucks, tractors, trackless equipment with snow blower or plow/broom, mowers and small power tools as required. Operates snowplowing, sanding, and snow removal equipment during winter months. Oversees operation and maintenance of a lawn mowing equipment for the municipality.
- Performs routine maintenance and inspection, lubricating and fueling equipment, installs and changes attachments such as snowplow blades, cutting edges etc. Maintains records of time, equipment, materials, and fuel expenditures.
- Carries out safe work practices and adheres to safety and other work-related regulations and reports unsafe and/or insecure situations that may arise from time to time and implements emergency procedures as directed.
- Provides input on modifications or improvements to the Public Works Department policies, procedures, and practices to improve the functions and safety of the departments operations; provides input to written work procedures for own area of responsibility as requested.

Required to report to the Chief Administrative Officer daily.

Mandatory Requirements

- Possession of a class 5 driver's license
- Necessary skills to operate equipment such as trackless, tractor, pickup truck with plow, mowers, and sander etc.
- Ability to perform physical labor
- Be a "Team" player and willing to contribute to the workload to accomplish the Team's goal(s).

Required Education / Work Experience

- CET preferred - Grade 12 minimum, with work experience.
- GNB Wastewater Operator Certification Level 1 preferred or willing to obtain certification through municipal funded NBCC courses and mentorship program.
- Experience in municipal infrastructure operation, maintenance , construction, and the safe operation of related tools and equipment would be considered an asset.
- Supervisory experience will be considered an asset.

Required Skills and Abilities/Work Demands

Demonstrated strong leadership and organizational skills with the ability to manage change, direct and mentor employees.

Exceptional knowledge of municipal infrastructure and public works best practices in the following areas:

- Roads and sidewalk maintenance and repair including winter operations.
- Wastewater collection and lagoon operation
- Storm drainage systems
- Parks and landscaping maintenance
- Fleet vehicle and equipment maintenance
- Building repair and maintenance.
- Basic computer skills with the capacity to learn new software as required.

Excellent networking and people skills to interact with internal staff, external agencies, contractors, and members of the public. These skills are required to represent the municipality effectively as well as provide direction and leadership.

Language: Excellent English oral and written communication skills; bilingual English/French considered an asset.

BENEFITS: The Municipality of Five Rivers offers a generous Medical and Dental Group Insurance benefits package, as well as a pension with a Municipal Employees Pension Plan. The benefit program will begin after months.

VACATION: This position is entitled to paid vacation, starting at 2 weeks paid per year plus the week of Christmas to New Year (Twixmas) depending on the weather.

REMUNERATION: Will be based on experience. Public Works Forman would be under a 6-month probationary period from the start date of employment.

HOURS OF WORK: 40 hrs/ week M-F 8:00 AM to 4:30 PM, ½ hour Lunch. Willingness to respond to emergency calls 24/7 and early start times in the winter if snow clearing is required. Must be available for work during winter months.