**Town of Rouleau**

**Public Works Foreman**

**Job Description:** This Position is a year-round full time salaried position. The position is under the direction and reporting to the Administrator and Council and is responsible for the planning, organizing and carrying out of the services delivered by the Public Works and Utilities Department.

**Qualifications:**

* Self-motivated and able to work with minimal supervision in carrying out all duties required as Foreman.
* Experience in operations and maintenance of municipal infrastructure, heavy duty equipment and the delivery of services.
* Ability to schedule work flow to accommodate special and emergency circumstances and maintain efficiency of operations.
* Class 5 drivers License.
* Certified Level 2 Water Treatment and Level 1 Water Distribution, Wastewater Treatment and Collections or be willing to obtain appropriate certifications within a timely fashion.
* WHIMIS, First Aid, C.P.R & Confined Space Entry.
* Pesticide Applicator licence.
* Some mechanical ability to enable Equipment Maintenance.
* Maintain a professional demeanor at all times.
* Supervise and be a team player with Staff and Contractors.
* High school graduate or equivalent.
* Know and follow OH&S regulations and safe work practices.
* Criminal record check required.

**Water and Sewer:**

-Perform daily operations and maintenance of the Water treatment Plant.

-Conduct treatment processes along with detailed sampling, monitoring and analysis of water in compliance with Saskatchewan Water Security Agency regulations.

-Submit all required reports in accordance with the regulations and acts.

-Ensure that all water and wastewater treatment and distribution comply with the Permit to Operate and Drinking Water Quality Management guidelines.

-Analyze test results and instrument readings.

-Follow manufactures guide line for calibration of all online and handheld testing instruments.

-Complete and maintain plant logs and reports.

-Complete and send samples to the lab as required by WSA or in the permits to operate.

-Monitor and inspect plant equipment and systems to detect possible malfunctions to ensure plant is operating normally.

-Flushing of water mains twice per year spring and fall, flushing of sewer mains in the fall same time as water mains.

-Make adjustments to optimize the water and wastewater treatment processes and document.

-Maintain inventory of parts and materials to support perpetual operation and maintenance of the treatment plant and infrastructure.

-monitor, control and respond to alarms for the water treatment plant and lift station.

-Inspect and maintain mains, service connections, hydrant’s curb stop, manholes, and valves.

-Install and repair water meter remotes.

-daily check of lift station and adding enzymes on a scheduled basis.

-clean wet pit 4 time per year and dry pit as needed. (Must follow OH&S Regs and confined spaces training)

-Monthly check of lagoon levels, berms, valves, color, smell and vegetation growth log all work done.

-Inspect man

-Water meter reading done March, June, September, and December and when required by the office.

-Discharge of lagoon in the fall must be done before Oct 31. Proper testing to be done when discharging.

-check treatment plant and lift stations during and after power outage to make sure everything is running as is should.

**Drainage of Town:** (spring run-off and heavy rains)

-Inspect and repair culverts annually.

-Open culverts with jetting system in spring if culverts are frozen.

**Street, roads, and sidewalks:**

-Clear snow following the snow removal policy. Also clear Main Street side walks ,Community Center, specific alleyways and parking areas. Hall, Fire Hall, Manor, Rink and as assigned.

-Supervise road repairs.

-Ensure maintenance equipment is in good repair.

-Sweep streets.

-Supervise all excavations on streets and town property.

**Transfer Station (landfill):**

-Follow all guidelines in the permit for the transfer station.

-Control burn of wood pile when required and safe to do so.

-Monitor metal pile and arrange for removal of pile when required.

-Open for residents by appointment during winter hours.

-Supervise attendant during summer hours.

-Pick up windblown garbage.

-Inspect and do what’s required to roads, fence, metal pile, compost pile, wood pile, loraas bins arrange for pick up when required.

**Mowing and spraying:**

-Mow and spray all town owned properties. See mowing maps

-Mow all ditches, alleys, sports grounds, school track area, parks, cemetery, lagoons, landfill.

**Shop:**

-Keep shop clean and organized.

-Ensure all tools are maintained and organized and replaced if a tool is unsafe to use.

**Other:**

-Supervise staff and contractors performing work on behalf of the Town of Rouleau.

-Provide regular status reports for Council and attend regular Council meetings.

-Schedule and complete repairs and maintenance on Town owned equipment, vehicles, and facilities.

-Put up and take down Christmas lights.

-Report daily issues to the Administrator or Councillors based on availability.

-Refer complaints to council.

-Attend training as needed.

-Keep equipment logs and report maintenance to council.

-Install and remove snow fence

-Position requires that employees be on call for emergencies.

-Connect and disconnect water services.

-winterizing buildings, equipment and services

-Collect fees for RV campground.