



## **TOWN OF OXBOW – PUBLIC WORKS FOREMAN**

The Town of Oxbow is seeking a full-time Public Works Foreman. The Public Works Foreman is a working hands-on position and is responsible for the planning, coordinating and overall supervision of the activities of the Town of Oxbow Public Works Department, including budgeting, strategic planning, and asset management and maintenance.

The Public Works Foreman organizes and coordinates the work of employees within the public works department to ensure streets, sidewalks, associated equipment, underground water and wastewater infrastructure including drainage, and other lands and facilities owned by the Town of Oxbow, are in good working condition and are maintained on a regular basis.

Candidates are expected to demonstrate initiative, teamwork, sound decision-making skills, problem-solving skills, and be results oriented while carrying out the work as head of the Public Works department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (not limited to):**

- Directs, manages and monitors all the activities of the Public Works department
- Fire Hydrant inspection and maintenance
- Manhole inspections and maintenance
- Plans, prioritizes and ensures the implementation of public works and construction programs
- Operates and ensures a well-trained staff in the operations of all the Town of Oxbow equipment, processes and tools
- Assists in developing policies, procedures and programs for roads, sidewalks, solid waste management, underground water and wastewater infrastructure, streetlights, drainage, facilities and parks
- Works to plan the implementation of Town projects and department goals
- Prepares work plans and schedules outlining the manner in which the department will fulfill its goals and assumes responsibility and accountability for those objectives
- Participates as a member of the senior management team in planning for the provision of services to the residents of Oxbow
- Directs the activities of the PW staff including performance evaluation, monitoring daily activities
- Assists the CAO in preparing the departmental budget for Council approval and monitors the budget with the CAO
- Responds to inquiries and investigates complaints from the public
- Performs other duties as assigned by the CAO

### **Qualifications (minimum):**

- Minimum Level 1 Water Treatment and Distribution Certification
- Minimum Level 1 Wastewater Collection and Treatment Certification;
- 5+ years experience in a municipal public works/ transportation field
- 5+ years in a management and team leadership role
- Class 3A with air brake endorsement driver's license
- Extensive knowledge and demonstrated ability in operating and maintaining heavy equipment (including graders, loaders, backhoes, skid steers, forklifts, etc.)
- Knowledge of modern technology and construction practices related to roads, sidewalks, water and wastewater infrastructure, and public facilities, etc.
- Development and management of emergency response and quality assurance policies and procedures
- Demonstrated ability to manage multiple priorities and perform successfully under pressure
- Excellent communication skills with internal and external stakeholders
- Demonstrated recordkeeping, reporting, and professional development program functions

- Energetic, enthusiastic, and highly professional with superior judgment
- Knowledge and understanding of Workers' Compensation practices/protocols, Workers' Compensation Act and OH&S Regulations
- Excellent written and oral communication skills

The Town of Oxbow offers a competitive salary based on qualifications, employee benefits package and pension plan. The salary range for this position is \$72,176 to \$87,006.

Applicants are invited to submit a resume with cover letter and include a driver's abstract, any job-related courses or certificates, wage expectations and a minimum of three references by **April 11, 2024** to:

**Town of Oxbow**

**Attn: CAO**

319 Main St

Box 149

Oxbow, S.K. S0C 2B0

Email: [administrator@oxbow.ca](mailto:administrator@oxbow.ca)

*\*Only candidates selected for an interview will be contacted.*