



**City of Courtenay Internal Job Posting:  
Job Opportunity  
"Utilities Construction Foreman"**

The City of Courtenay invites applications for the position of "**Utilities Construction Foreman**" in the Utilities Maintenance Division of the Public Works Services Department. This is a union position subject to the terms and conditions in the collective agreement between the City and CUPE Local 556.

The successful candidate will plan, organize, schedule, assign and oversee the day-to-day work related to the construction, installation maintenance and repair of related utility infrastructure. This position is also responsible for the daily supervision of the Utilities Construction crew.

**Minimum Requirements:**

- Grade 12 or equivalency
- Supervisory and leadership courses or equivalent experience
- Current EOCP Water Distribution System Operator Certification - Level II & Wastewater Collection System Operator Certification - Level II
- BCWWA Backflow Assembly Tester Certification
- Valid BC Class 3 Drivers License with Air Endorsement
- Significant (8 years) experience in the operation & maintenance (O&M) and construction of public works infrastructure
- Criminal Record Check

**Experience/ Knowledge, Skills and Abilities:**

- Sound experience in the safe operation of related tools and equipment
- Sound experience in the planning and design of construction projects and in the preparation of budgets and cost estimates
- Some experience in supervising work crews in a unionized environment
- Thorough knowledge of proper public works operation, maintenance and construction practices in relation to water systems including Backflow prevention
- Thorough knowledge of the Worker's Compensation Act and OH&S regulations applicable to the work area including confined space entry
- Strong leadership skills in safety supervision, training, planning and organization
- Strong interpersonal and communication skills
- Basic office computer skills
- Ability to communicate with courtesy and tact in explaining and exchanging data or information
- Ability to self-motivate and be an effective team leader
- Ability to schedule work and crews in a cost effective manner
- Ability to operate a variety of equipment as required
- Ability to comprehend and effectively give, as well as carry out, oral and written instructions
- Ability to interpret and apply City bylaws, policies, procedures, engineering design standards and specifications; read and interpret Engineering drawings
- Physical ability to occasionally lift heavy objects, work in awkward positions and confined spaces; frequently stand and walk throughout the day and work in inclement weather

**Additional Requirements after Hiring:**

- First Aid Emergency Level - Industry and CPR Level A Certification
- Traffic Control Certification
- WHMIS Certification
- Equipment Operator training
- Forklift training
- Job related safety training

This full-time position is available immediately. The current hourly wage rate is \$40.44 based on a 40-hour work week.

Interested persons should submit a resume and cover letter clearly outlining how they meet the requirements for this position through [www.courtenay.ca/jobs](http://www.courtenay.ca/jobs), by April 11, 2021.

**Competition #21015**