

Utilities & Sustainability Department

Competition #J0325-0492

Utility Operations Foreman

One (1) Permanent Full-Time Position

Reporting to the Manager, Utility Operations, the Foreman, Utility Operations will provide supervision, coordination, direction, and leadership for all of the operation and maintenance activities of the water distribution system and the wastewater collection systems. This position develops and uses safe work practices and procedures to carry out assigned tasks and contributes to the overall effectiveness of the work team. As a leader, the Foreman is accountable for a positive, safe, and secure work environment.

Responsibilities include, but are not limited to:

- Develop, maintain, and inspire a competent and motivated workforce by selecting, training, and developing the employees.
- Schedule, lead and participate in regular staff meetings with focus on safety and plans to reach the goals of the business unit.
- Assist with the annual planning of the Utility maintenance programs and implementation of assigned programs.
- Respond to public inquiries and complaints regarding activities that are supervised by the incumbent.
- Establish effective contacts in accordance with established policy and procedures with local and non-local contractors.
- Achieve greater quality and productivity by recommending the revision of work procedures and schedules based on the review of current approaches and changing demands, technology, and staff capabilities.
- Ensure all requirements are met in the Legislated Code of Practice for a waterworks system consisting solely of a water distribution and a wastewater collection systems.
- Assist in the maintenance of the Legislated Drinking Water Safety Plan.

Candidates must have a Grade 12 Diploma or equivalent and a valid Class 3 Alberta Operator's License with Q endorsement. A minimum of 5 years of experience operating, maintaining, and repairing municipal water and sewer systems with a minimum of 3 years of supervisor experience is required. This position requires the completion of an Alberta Level III Certificate in Water Distribution and an Alberta Level III Certificate in Wastewater Collection. A Level I Public Works Supervisor Certificate or a Supervisor Essential Certificate is required. Knowledge of the Alberta Environment Codes of Practice for municipal water distribution, wastewater collection and storm drainage systems is essential. The successful candidate will have experience utilizing Water Meter systems software's, SCADA systems, with expertise in mobile mapping and GIS applications. The incumbent will possess excellent organizational and interpersonal skills, with the ability to comprehend and communicate detailed instructions orally and in writing. The ability to foster positive relationships and sustain high morale and productivity is essential for completing projects safely and efficiently. This position requires overtime when necessary. Participation in an on-call schedule is required.

This position is within the scope of C.U.P.E. Local 30, and as such, you will be required to adhere to the articles contained within the Collective Agreement. Candidates are required to provide a current Driver's Abstract at time of interview.

Rate of Pay: \$41.78 – 45.91 per hour

Hours of Work: 40 hours per week

Qualified applicants are invited to apply in confidence no later than May 21, 2025, through the Career Portal on the City's Website at www.foresask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises only those applicants under consideration will be contacted.