

## Job Title: Foreperson, Underground Services

**Requisition ID:** 3509

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 80 hours bi-weekly

**Shift/Work Schedule:** 4 x 10-hour shifts per week

**Division/ Department:** Environmental Services, Underground Services

**Job Location:** Fort McMurray

**Pay Level:** PL15

**Market Rate\*:** \$ 66.09

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):** 31/05/2025

**Closing Date (dd/mm/yyyy):** 15/06/2025

**Posting Type:** Internal and External

\* This position's pay rate has been adjusted to reflect current market conditions. The non-market, evaluated permanent rate of pay for this position is 67.04.

### GENERAL DESCRIPTION:

Under minimal supervision, the Foreman, Underground Services ("UGS") will oversee, and direct staff involved in underground services operations, and the corrective and preventive maintenance of wastewater collection and water distribution systems to ensure safe and efficient operations and compliance with federal and provincial regulations.

### RESPONSIBILITIES:

- Responsible for first-level supervision in the field and coordination of staff work activities to ensure compliance with municipal standards, time schedules, and job specifications.
- Ensure efficient, cost-effective, and safe operations of wastewater collection and water distribution systems and facilities.
- Inspect and monitor UGS infrastructure to ensure it is operating in accordance with the manufacturer's specifications and internal preventive maintenance program standards, municipal engineering standards, and AWWA standards.
- Obtain and verify utility locations.
- Coordinate the safe operation of various tools and equipment.
- Complete pre-excavation inspections, approvals, and permitting as needed for branch specific activities.
- Provide input on UGS infrastructure maintenance and status updates for ongoing programs and projects.
- Support the development of operational changes to align with branch goals.
- Conduct safety inspections and develop and conduct toolbox talks and on-site safety meetings.
- Respond to and resolve emergency issues (including after normal working hours) and coordinate associated activities to include follow-up reports.
- Compile information for the purpose of completing regulatory reports and maintaining compliance.
- Ensure daily records and reports are completed by staff.
- Administer field-level competency checks and sign-offs for Utility Operators.
- Plan training, mentor, and encourage operational and certification development for staff.
- Ensure an adequate inventory of equipment and supplies is maintained.
- Respond to inquiries from residents relating to wastewater collection and water distribution concerns on behalf of UGS.
- Perform other related duties as required.
- Poor judgement or errors may result in a negative impact on regulatory compliance, municipal operations, municipal image and the health of residents.

## **QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Solid working knowledge of corrective and preventive maintenance of wastewater collection and water distribution systems. Storm Systems
- Familiar with the operation of a variety of equipment and hand/power tools under varying conditions.
- Ability to read and interpret water and wastewater engineering plans, specifications, and drawings.
- Demonstrated leadership skills and the ability to coordinate and prioritize work activities.
- Ability to work independently and to effectively schedule work in order to meet service demands and minimize disruption to residents.
- Knowledge and proficiency in occupational health and safety regulations, the appropriate use of personal protective equipment (PPE) and the ability to implement safe work practices.
- Knowledge of health and safety procedures for confined space entry, ground disturbance, fall protection and working alone.
- Ability to communicate respectfully and establish and maintain effective working relationships with employees, leaders, and external contacts.
- Proficiency with various Microsoft Office applications (Word, Excel, Outlook), GIS, and AutoCAD.

### **EDUCATION AND EXPERIENCE:**

- Alberta Environment and Parks (AEP) Water Distribution Level III  
OR
- AEP Wastewater Collection Certification Level III is required.
- Five (5) years of directly related water and wastewater systems experience, including two (2) years in a comparable leadership position is required.
- Additional AEP Water Distribution and/or Wastewater Collection levels are an asset, with preference given to candidates who hold a Level III or higher in both Water Distribution and Wastewater Collection.

### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- A Valid Class Three (3) Operator's Licence is required as the incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Pre-employment testing may be required as part of the interview process.

### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
Current employees must apply through the internal careers site.  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted. Late applications will not be accepted.**