

| EMPLOYMENT OVERVIEW | | | |
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| JOB TITLE | Utilities Foreman | JOB CLASSIFICATION | Technician |
| POSITION TYPE | Full time | JOB LEVEL | Union – Senior |
| DEPARTMENT | Public Works | LOCATION | Baddeck or Neil's Harbour |
| HOURS | 8am – 4pm Monday to Friday (may vary) | TRAVEL REQUIRED | Yes |
| SALARY RANGE | As per Collective Agreement | BENEFITS | As per Collective Agreement |

| PURPOSE AND OBJECTIVES |
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| Responsible for the supervision and operations of the municipal water and wastewater utility systems. This includes compliance with regulatory requirements, oversight of operations staff, and direct responsibility for the safety and effectiveness of utility systems. The Utilities Foreman acts as the Direct Responsible Charge (DRC) for all water and wastewater supplies. |

| KEY RESPONSIBILITIES |
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| <ul style="list-style-type: none"> • Acts as DRC for all water and wastewater utilities. • Oversees the daily operation, maintenance, and performance of municipal water and wastewater systems, including treatment, collection, and distribution. • Provides supervision, training, and direction to utility operators. • Ensures compliance with all applicable provincial and federal regulations and environmental approvals. • Maintains and reviews operational records and ensures daily logs are completed accurately. • Coordinates, performs, and documents sampling and testing in accordance with regulatory and operational requirements. • Compiles and analyzes data for internal and external reporting. • Develops and implements operational policies, procedures, and emergency response plans. • Coordinates and oversees preventative maintenance and repairs on all utility infrastructure. • Participates in capital planning and asset management activities for utility systems. • Assists with utility audits and ensures compliance with inspection recommendations. • Responds to and manages after-hours utility events, including emergency call-outs. • Supports other public works operations and performs other related duties as assigned. |

| REPORTING RELATIONSHIPS | |
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| REPORTS TO | Manager of Public Works |
| DIRECT REPORTS | Water Utility Operators, Wastewater Operators |

ABILITIES

- Able to read and interpret field notes, engineering drawings, and regulatory documents.
- Strong troubleshooting skills for water and wastewater treatment and distribution/collection systems.
- Proficient in Microsoft Office Suite, SCADA systems, GPS and data logging equipment.
- Demonstrated leadership and staff management skills.
- Strong written and verbal communication abilities.
- Ability to analyze data and prepare reports with attention to accuracy.
- Able to communicate clearly and effectively and establish and maintain cooperative working relationships with co-workers, outside agencies, community organizations, vendors, and the general public.
- Able to apply sound decision making, a high degree of good judgment, diligence and duty of care.
- Able to work efficiently with minimal supervision and work well independently
- Able to comprehend and address sensitive and confidential personnel related matters.
- Able to lift items weighing up to 25kg and carry out tasks in accordance to the Municipality's Safety Policy.
- Able and willing to partake in and retain relevant, site specific training such as (but not limited to) WHMIS and First Aid, and all relevant safety courses.

QUALIFICATIONS

- Post-secondary certificate or diploma in a relevant technical field (e.g., Environmental Technology, Engineering Technology).
- Class I Water Distribution and Class II Water Treatment Operator's certificates issued by the Province of Nova Scotia.
- Class I Wastewater Collection and Class II Wastewater Treatment Operator's certificate issued by the Province of Nova Scotia.
- Minimum of 5 years of experience in engineering or public works environment, notable experience in water treatment and distribution systems and/or wastewater treatment and collection systems.
- Minimum of 3 years of experience in leadership or supervisory position.
- Equivalent combination of education and experience may be considered.
- Valid Nova Scotia Class 5 Driver's License and clean driver's abstract.

WORKING CONDITIONS

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| ENVIRONMENT DEMANDS | Frequent exposure to noise, varying weather conditions, dusts, fumes and mechanical/electrical hazards, traffic hazards, and waste products. |
| PHYSICAL DEMANDS | Extended periods of standing, walking or sitting; regularly lift, carry, push, pull or otherwise move items weighing up to 25kg; seeing, speaking and hearing necessary to issue and follow oral and written instructions; climbing, bending, crouching, reaching above shoulder level, using hand(s) for simple or firm grasping, kneeling. |

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| PSYCHOLOGICAL DEMANDS | Focus and concentration required when operating machinery and/or equipment; regularly read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; assigned tasks are to be completed in a timely manner; possibility of difficult encounters with the general public. |
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| SIGNATURES | | | |
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| EMPLOYEE | | DATE | |
| SUPERVISOR | | DATE | |
| CAO | | DATE | |