



THE VILLAGE OF  
**N A K U S P**

**VILLAGE OF NAKUSP  
JOB POSTING  
Public Works Foreman**

**(1 Position Available - 40 Hours Per Week)**

**OUR COMMUNITY**

The Village of Nakusp is a vibrant, safe, and friendly lakeshore community nestled on the shores of upper Arrow Lake in the West Kootenay region of BC. Nakusp is a four-season playground for residents and visitors: a community that supports a healthy lifestyle, where the neighbours know each other, the housing is affordable, the children walk to school, and families enjoy mountain biking and evening bonfires on the beach.

**THE POSITION**

The Village of Nakusp is currently accepting applications for the position of Public Works Foreman. This fully experienced working level position requires a heightened level of responsibility. The focus of this position is on the provision of safe potable water, operations of the wastewater system, maintenance of the street and sidewalk network, and creating annual work plans. The position also entails the organization of staff and coordination of duties, as well as the supervision and oversight of several team members to ensure the Village provides services and operates facilities safely and efficiently. The foreman will be required to take part in on-call coverage on a rotating basis. In addition, all operations employees may be required to assist other departments as needed.

**MINIMUM REQUIREMENTS**

- Literacy and numeracy at a Grade 10 level;
- Minimum 3 years' experience in a Municipal Public Works setting with supervisory experience;
- Broad knowledge of public works practices and procedures;
- Familiarity with provincial statutes and regulations like the Municipal Sewage Regulation and the Drinking Water Protection Regulation;
- Demonstrated understanding of the concepts relating to Asset Management;
- Minimum Occupational First Aid Level 1 Certification;
- Minimum class Class 5 BC Driver's Licence with air endorsement;
- Knowledge and experience in:
  - Maintaining water and wastewater systems, including Water Treatment and Distribution and Wastewater Collection and Treatment.
  - Maintaining roads, including surface repairs, cleaning, snow clearing, ditching, and stormwater infrastructure.
- Proficient in the use of hand tools, small engines, and larger machinery, including mowers, backhoes and loaders.
- Proficient with supervising subordinate employees, including planning, organizing, leading, and controlling;
- Proficient in dealing with the public effectively and courteously;
- Proficient in the use of a computer;

Preference will be given to candidates who possess the following:

- EOCP Water Distribution Level 2 Certification;
- EOCP Water Treatment Level 2 Certification;
- EOCP Wastewater Treatment Level 2 Certification;
- EOCP Wastewater Collection Level 2 Certification;
- WHMIS training;
- Engineering Technologist background or certification;
- Welding, fabricating and/or carpentry skills;



THE VILLAGE OF  
**N A K U S P**

**VILLAGE OF NAKUSP  
JOB POSTING  
Public Works Foreman**

**(1 Position Available - 40 Hours Per Week)**

A Criminal Record Check will be required.

As a condition of employment, the successful applicant shall be required to maintain membership in CUPE Local 2450. Per the Collective Agreement, the pay rate is currently \$39.48 per hour during probation and \$42.68 thereafter.

Please forward your resume to the Village of Nakusp – Box 280, Nakusp, BC, V0G 1R0. E-mail [operations@nakusp.com](mailto:operations@nakusp.com)

The Village thanks all who apply; however, only those chosen for interviews will be contacted.

**VILLAGE OF NAKUSP**  
**Job Description**  
**Public Works FOREMAN**

**June 2024**

**A. GENERAL OUTLINE**

This fully experienced working level position requires performing at a heightened level of responsibility and a variety of duties in the delivery of Village Operations for the benefit of the community. The focus of this position is the organization of staff and coordination of duties and projects to ensure the Village is providing services and the operation of facilities in a safe and efficient manner. The work in this classification also entails supervising several team members.

**B. AREAS OF RESPONSIBILITY**

- Water systems operated by the Village of Nakusp
- Wastewater systems operated by the Village of Nakusp
- Stormwater collection systems
- Roads
- Sidewalks
- Fleet and equipment

**C. THIS POSITION RESPONDS DIRECTLY TO:**

The Director of Operations, and in their absence, the CAO.

**D. RESPONDING DIRECTLY TO THIS POSITION ARE:**

All Public Works Employees:

- Public Works Operator (and in training)
- Equipment Operator (and in training)
- Labourer
- Student

**E. EXAMPLES OF WORK:**

In addition to the examples listed below, the Employer expects the incumbent to perform any other normal duties for an individual in this level of position and with the usual knowledge and experience required for the position.

**Planning**

- Assists in the preparation of annual budgets;
- Assists in the development of maintenance, safety and operational policies;
- Assists in planning for and implementing schedules for asset management;
- Assists in planning capital projects;

**Organizing**

- Works with the Director of Operations to create schedules of ongoing, routine and seasonal tasks related to Village operations;
- Schedules, plans, supervises, directs, and facilitates training of public works team members;
- Schedules maintenance and repair of equipment, machinery, facilities, and assets as required;
- Schedules team members as required;
- Coordinates call-outs, and requests for service with the Operations Administrative Assistant.

**Leading**

- Directs and delegates daily work duties to team members;
- Gives technical advice and instructions when capable and qualified;
- Co-ordinates the movement of personnel, equipment, and materials;

**VILLAGE OF NAKUSP**  
**Job Description**  
**Public Works FOREMAN**

**June 2024**

- Implements the preventative maintenance program;

#### Controlling / Monitoring

- Ensures that operations team members are carrying out associated assigned duties;
- Ensures safety standards and control procedures are followed;
- Directs and controls the operations of contractors engaged in municipal work contracts when requested;
- Ensures security of equipment, property, buildings, vehicles, etc.;
- Ensures adherence to all laws and regulations as imposed by the province and in effect as municipal bylaws;
- Advises Village Administration of Bylaw infractions that create a hazard to the community or staff, or may cause harm to Village infrastructure or waste Village resources on a timely basis;

#### Administration

- Completes the Foreman's position's administrative duties by scheduling adequate time each day to be spent on these duties;
- Approves invoices for payment within spending limit;
- Orders non-capital equipment, supplies and materials as required;
- Coordinates procurement with the Operations Administrative Assistant to obtain product information and prices from suppliers when required;

#### Other

- Maintains good standing for all professional certifications.
- Other related duties as may be assigned from time to time.

#### **F. MINIMUM REQUIREMENTS:**

- Literacy and numeracy at a Grade 10 level;
- Minimum 3 years experience in a Municipal Public Works setting with supervisory experience;
- Broad knowledge of public works practices and procedures;
- Familiarity with provincial statutes and regulations like the Municipal Sewage Regulation and the Drinking Water Protection Regulation;
- Demonstrated understanding of the concepts relating to Asset Management;
- Minimum Occupational First Aid Level 1 Certification;
- Minimum class Class 5 BC Driver's Licence with air endorsement,
- Knowledge and experience in:
  - Maintaining water and wastewater systems including Water Treatment and Distribution, and Wastewater Collection and Treatment.
  - Maintaining roads including surface repairs, cleaning, snow clearing, ditching, stormwater infrastructure.
- Proficient in the use of hand tools, small engines, and larger machinery including mowers, backhoes and loaders.
- Proficient with supervising team members including planning, organizing, leading, and controlling;
- Proficient dealing with the public effectively and courteously;
- Proficient in the use of a computer;

#### **G. DESIRED REQUIREMENTS:**

- EOCP Water Distribution Level 2 Certification;
- EOCP Water Treatment Level 2 Certification;
- EOCP Wastewater Treatment Level 2 Certification;
- EOCP Wastewater Collection Level 2 Certification;
- WHMIS training;
- Engineering Technologist background or certification;
- Welding, fabricating and/or carpentry skills;

**VILLAGE OF NAKUSP**  
**Job Description**  
**Public Works FOREMAN**

**June 2024**

**H. RATE OF PAY AND COMPENSATION:**

As per collective agreement

\*\*\*\*\*