



Job Title: Labour Foreman

Department: Facility Services

As Labour Foreman, this position performs complex and responsible supervisory duties in construction, maintenance and/or repair work. This position works with and delegates assignments to subordinates along with supervising Division grounds maintenance programs and the coordination of private contractors work within those programs. Cartage of materials, equipment, furniture and other goods for the Division. Project assignments may require working and directing contracting trades to supplement the Division's own personnel. The nature of the work may require strenuous physical effort in completion of duties alongside of subordinates.

1. Position Requirements

- A High School Diploma
- Hold and maintain a valid 5th Class Alberta Drivers License (Class 3 is preferred)
- Satisfactory Drivers Abstract
- Ability to operate a vehicle with trailer
- Thorough knowledge of the applicable rules and regulations of safe driving
- Effective and proven supervisory and leadership skills

2. Relevant Education, Training & Experience

- Experience sufficient to permit effective communications and related technical knowledge
- First Aid Certificate
- WHMIS Certificate
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Transportation of Dangerous Goods Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Train the Trainer Courses
- Demonstrated aptitude in the operation of power hand tools, motorized equipment and vehicles
- Considerable knowledge of materials, tools, equipment methods and practices related to work
- Considerable knowledge of the rules and regulations governing the safe and proper practices for completing work
- General knowledge of roofing, light wood frame construction, and mechanical and electrical systems (preferred)
- Experience with irrigation systems, instillation and maintenance (preferred)
- Strong mechanical aptitude

3. Fitness and Abilities

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods
- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance

- Able to climb and work from 5 metre ladders
- Able to operate a hydraulic ladder
- Able to work in a highly active physical environment
- Able to work with a variety of chemicals
- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

4. Key Responsibilities

- Personally complete work projects in maintenance, construction and/or repair programs such as equipment maintenance and grounds
- Training of new grounds staff i.e. policies, procedures, and relevant duties
- Moving and cartage of mail, equipment, furniture and supplies (ongoing throughout the year)
- Snow removal, sanding and power sweeping of sidewalks, parking lots and courtyards
- Maintain fencing systems such as wood, chain link, and woven metal wire fabric
- Maintenance of grounds by lawn mowing, edging, power raking, aerating, weed spraying and fertilizing
- Prune trees and shrubbery
- Make necessary repairs to the asphalt and concrete surfaces of sidewalks, parking lots and courtyards
- Operation and record keeping of underground sprinkler systems
- Servicing and repair of underground sprinkler systems
- Paint athletic game lines in fields and to hard surfaces markings including stairs and courtyards
- Seasonal installation and removal of snow fencing
- Installation of site fencing and barricades for Division construction projects
- Service physical education equipment
- Operate Division vehicles and equipment used in construction and building maintenance in a safe and courteous manner
- Professional conduct, appearance and attitude
- Purchase and inventory supplies, materials and equipment
- Maintains the confidentiality of information seen or heard
- Assists in the cleanliness of the shop, work areas, warehouse and grounds
- Load or unload from vehicles; transports materials and equipment as required
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Perform other related duties as assigned by the Director of Facilities or designate

5. Communication

- Communicate with Director of Facilities, Coordinator of Operations, and Caretaking Coordinator on daily needs to ensure efficient operation of facilities
- Works with all staff communicating concerns through the appropriate channels
- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

6. Time Management

- Effective use of time including setting of priorities, keeping to schedules, attendance and punctuality
- Skill in the planning and coordination of work projects
- Prioritize time and work schedules effectively
- Prioritize work requirements for crews
- Respond to emergency calls as needed
- Assist other Facilities Services personnel in performance of their duties as required
- Strong people skills and the ability to prioritize

7. Supervisory Skills

- Supervise, plan and assign work in maintenance, construction and/or repair programs of considerable size and/or complexity such as equipment maintenance or grounds
- Supervise, complete and follow all regulations dictated by Provincial and City authorities for control of weeds, insects and pests along with handling of chemicals and equipment for this work
- Work with, and delegate work to subordinates, check work assigned to determine difficulties or requirements
- Report on merits and concerns related to labourer staff performance to Director of Facility Services or designate
- Assign and prioritize repair crews for essential equipment that breaks down in the field
- Ensures quality workmanship and safety of worksites
- Adhere to and ensure all safety rules and regulations of the Division and Provincial Regulators are followed by personnel and contractors performing work for the Division

8. Preventative Maintenance

- Coordinate equipment maintenance and repair programs
- Service gas powered and electric hand operated equipment
- Maintenance of fleet vehicles, tractors and snow blowers
- Work as a team member to ensure the timely resolution of general maintenance requirements

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