

EMPLOYMENT OPPORTUNITY

Utility Foreman Permanent Full-Time

Duties & Responsibilities Include:

- As the Foreman of the Utility Department, responsible for overseeing the day-to-day operations, planning and supervising work schedule for department. Oversee utilities-related work contracted to third parties, ensuring adherence to safety standards, RM policies, and job requirements.
- Ensure staff compliance with the Manitoba Workplace Safety & Health Act, RM Policies, operational procedures, and processes.
- Complete monthly and periodic reporting to Provincial authorities, Council, and CAO.
- Plan and manage routine inspections, cleaning, calibration and preventative maintenance on equipment and systems. Oversee sewer flushing, hydrant maintenance, utility winterization, water connections and disconnections, manhole markings, and timely meter readings.
- Investigate and resolve operational issues and escalate as necessary.
- Respond to ratepayers' inquiries promptly and professionally.
- Receive, transport, and manage chemicals in accordance with safety protocols. Maintain inventory of chemicals and equipment for efficient department operations.
- Annual reports related to the watershed
- Monitor and respond to emergency alarms and calls.
- Oversee and manage all locate requests under RM control and authority.
- Responsible for the Utility Department budget, ensuring all costs captured and financial stewardship principles are followed.
- Oversee and maintain the Reston Lake and Splash Park and Spray Pad.
- Represent the RM's Utility Department at meetings, events, forums, and other assemblies.
- Perform other duties as assigned by the Council or CAO, including assisting Public Works with Snow Clearing duties as necessary.

Qualifications and Certifications:

- High School diploma, GED, or equivalent.
- Possession or ability to attain the following certifications within a reasonable timeline:
 - Level 1 – Water Treatment Plant
 - Level 1 – Water Distribution
 - Level 1 – Wastewater Treatment
 - Level 1 – Wastewater collection
- Post-Secondary education in mechanical, engineering, applied science, or related field is considered an asset.
- Experience in sewer and water installation, maintenance, repairs, or municipal government is an asset.
- Experience in Project Management
- WHMIS Certification or ability to attain.
- First Aid Certification or ability to attain.
- Confined Space Entry Training, Self-Contained Breathing Apparatus Training, and Fall Protection Training are assets.
- Valid Class 5 driver's license.
- Satisfactory Criminal Record Check.

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Knowledge, Skills and Abilities:

- Comprehensive knowledge of equipment, facilities, materials, and methods used in providing potable water and wastewater treatment services.
- Familiarity and good working knowledge of related statutes and regulations.
- Ability to establish priorities, manage tasks with minimal supervision, and problem-solve efficiently.
- Experience in equipment maintenance (eg. Motors, pumps, analyzers).
- Strong communication skills, both verbal and written, with the ability to interact respectfully with the public.
- Ability to work as a team and establish professional relationships.
- Basic computer skills and use of MS office to develop and build reports and plans.

Working Conditions and Physical Demands:

- Physically demanding tasks, including exertion of up to 50lbs, climbing, kneeling, standing, and walking.
- Working at depths of up to 30 feet.
- Exposure to varied environmental conditions, including extreme cold, heat, noise, and confined spaces.
- Schedule and manage on-call rotation and emergency calls as necessary.

Schedule:

- Monday to Friday, 80 hours bi-weekly, on-call as required.

Competitive wages dependent on experience. Full benefits package available after eligibility.

For more information about this position or for a job description please contact the Director of Operations at 204-908-00707

Applications will be accepted until a suitable candidate is located.

Mailed to: c/o Human Resources, RM of Pipestone, Box 99, Reston, MB, R0M 1X0
Emailed to: hrpipestone@rmofpipestone.com
Or faxed to: 204-877-3999

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Disability accommodations available upon request.