

CITY OF TERRACE

VACANCY



WORKING FOREMAN – LEISURE SERVICES FACILITIES

(Regular Full-Time)

Situated on the Skeena River and nestled in the Coast Mountains, Terrace is a unique and vibrant community with a strong sense of culture and heritage. As the regional service centre for the Northwest, Terrace offers a number of amenities including shopping, educational and healthcare services, as well as unparalleled outdoor activities including world-class fishing, white water rafting thrills, cross-country and downhill skiing (with the ultimate in back-country experiences), golfing with beautiful mountain scenery at every hole, endless camping, hunting, hiking, and mountain bike trails, and much more.

The City of Terrace is currently looking for a qualified applicant to fill the position of Working Foreman with the Leisure Services Department. Under the general direction of the Director of Leisure Services, the Working Foreman supervises the work of Recreation Attendants, contractors and other staff in all functions related to the general operation, maintenance and construction of recreation facilities and parks and assists with Leisure Services administrative duties, as required. Leisure Services facilities include but are not limited to all Leisure Services buildings, parks, playgrounds, green spaces, and cemeteries.

If you are excited about working with an outstanding team of motivated and friendly individuals and you share our values of integrity, teamwork, and community – join us today!

Examples of Work Performed:

1. Prepare, implement and oversee a Preventative Maintenance Program to ensure the safe and efficient operation of all Leisure Services facilities;
2. Provide technical advice and expertise to the Director of Leisure Services relating to the maintenance of Leisure Services facilities, and assist in the preparation of short and long-term planning for operations;
3. Oversee all applicable codes, regulations and safety practices for Leisure Services facilities;
4. Prepare and implement work and equipment schedules;
5. Prepare reports and estimates for work and monitor budgets for various projects;
6. Supervise, direct and train all Recreation Attendants;
7. Supervise making ice surface and maintenance including flooding, operating ice conditioning machines, ice painting, etc., as required;
8. Supervise the maintenance of pool mechanical systems and operating equipment;
9. Supervise the inspection, maintenance and construction of all Leisure Services facilities and parks including janitorial, concrete work, plumbing, heating, ventilation and irrigation systems;
10. Supervise maintenance and burial procedures at cemetery;

11. Supervise the maintenance of flower beds, trees, shrubs, trails, turf areas, playgrounds, parks and playing fields, including, but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizing, etc., as required;
12. Verify and sign time cards for crews and administer the Collective Agreement;
13. Prepare tender and contract documents and supervise the administration of contracts;
14. Assist in the preparation of the annual operating and capital budget;
15. Answer and respond to public enquiries and complaints;
16. Maintain records and information, as required;
17. Emergency call outs, standby and shift work may be required;
18. Other duties, as required.

Minimum Training and Experience:

1. Secondary school graduation;
2. Minimum of five years' progressively responsible related experience in facilities and parks maintenance;
3. Journeyman Trades Qualification and/or a diploma from a two-year technical school in a related field;
4. B.C. Refrigeration Operator's Certificate;
5. Demonstrated ability to supervise and direct staff;
6. Ability to deal effectively with co-workers, employees, City staff, contractors and the public;
7. Good written and oral communication skills;
8. Good working knowledge of Maintenance management and Cost Accounting systems;
9. Good working knowledge of WorkSafeBC Regulations, as relates to the work involved;
10. Ability to analyze performance and cost data, develop unit costs, and establish cost effective work practices based on performance and cost data;
11. Demonstrated ability to operate related equipment safely and efficiently;
12. Good physical condition and able to perform heavy manual labour;
13. Ability to interpret and apply blueprints, drawings, specifications, standards and regulations related to building and facilities maintenance;
14. Ability to work independently and to accomplish tasks and assignments;
15. First Aid training;
16. Valid Class 5 B.C. Driver's Licence.

Job Specific Testing may form part of the interview/selection process. This is a regular full time Union position (CUPE Local 2012) with a 40 hour work week and offers a competitive wage and benefits package.

Forward applications to **Briana Pellegrino, Human Resources Manager, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8 Tel. (250) 638-4723 Fax (250) 638-4777 (or e-mail to bpellegrino@terrace.ca).** **Please refer to Job Posting #09-2017 when submitting your resume.**

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.