

**TOWN OF BLAINE LAKE**  
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**EMPLOYMENT OPPORTUNITY**  
**Town Foreman**

**Major Function:**

Reporting to the Town Administrator, the Foreman shall be responsible for the development and implementation of the goals and objectives of the Town as approved by Council in the annual budget, and provide hands-on (working) assistance to personnel whenever circumstances warrant.

**Responsibilities:**

A. Maintenance of Water and Sewer Services:

1. Check water treatment plant and sewage lift station daily to ensure proper working condition and perform or supervise all necessary repairs as needed.
2. Maintain water quality as per standards by adding the proper chemicals as needed, and periodically flush out water mains.
3. Flush out sewer mains when necessary, arrange to have septic tanks on Town sewage system (park and sports ground) pumped, and arrange for pumping and cleaning of sewage lift station.
4. General maintenance of sewage lagoon including monitoring of sewage level, discharging of sewage as per legislative regulation and control of weed, grass & shrub overgrowth.
5. Submit water/sewage samples as required by legislative regulations. Maintain proper records of water and sewage treatment.
6. Periodically read water meters as per bylaw, and submit readings to Town Office.
7. Periodically collect water tokens from the water refilling station, document amount, and deliver tokens to the Town Office.
8. Shut off and/or turn on water services and install, replace or maintain water meters when required.
9. Shut off and/or turn on water service at park, and blow out lines at year end.
10. Supervise all trenching of service connections to conform with Town regulations.
11. Provide final verbal notice before water disconnection on unpaid accounts.

B. Waste Collection and Cleanup:

1. Collection of garbage which is deposited in public and Department of Highways containers on a regular basis.

2. Collection of garden/yard refuse which is placed at the edge of back alley for pick-up on designated days as decided by Council in spring and fall.
3. Check waste transfer station periodically to ensure proper disposal practices are being used, and remove items that have been improperly placed. Ensure that loose garbage is collected and contained in the transfer bin, and control weed, grass and shrub overgrowth.
4. Regularly inspect recycle bins, and notify Town Office when bins require emptying.

C. General Maintenance of Streets, Municipal Buildings and Property:

1. Weekly inspection of streets, parks, and town properties in general, noting all outstanding works to be done and scheduled accordingly utilizing a day planner.
2. Grade, crack/hole fill, and gravel streets whenever necessary to maintain streets in good driving condition, and ensure proper drainage of surface water.
3. Ensure proper and efficient snow removal on all streets and designated sidewalks. Priority should be given to the downtown commercial section and the entrances from Highways 12 & 40, and the north entrance into town, and continue as per outlined in the snow removal policy.
4. Assist and supervise spring drainage work including hand work digging and thawing out culverts. Arrange and assist in the installation of culverts and any drainage ditches or swales where required.
5. Supervision and ensuring that all ditches within the Town are free of all rubbish. Ensuring that all grass is cut on a regular scheduled basis on ditches, alleys, boulevards, along roadways, and on town properties including sports grounds, parks, library, cemetery, town office, vacant lots, Welcome to Blaine Lake sign, and arenas. Planting and trimming of trees and brush in town to maintain a presentable appearance.
6. Maintenance of the Town Cemetery, including staking and plotting of graves.
7. Maintenance of all Town owned buildings to maintain a clean and presentable condition.
8. Town shops and surrounding areas to be kept clean and orderly at all times.
9. Seasonal set-up, shut-down, and blowing out of office underground sprinkler system.
10. Put up Christmas lights and decorations by December 1<sup>st</sup> of each year, and remove lights by January 15<sup>th</sup> of the following year.

D. Equipment:

1. Carry a Cell Phone at all times.
2. Responsible overall for the general maintenance of all town owned or leased equipment.
3. Advise Council/Administration of any equipment malfunctions. Any repairs over \$500 shall have prior approval from appropriate committee of Council, before work is started.
4. Responsible for maintenance of any playground equipment on municipal property.
5. Operation of town equipment to be done according to all safety regulations.
6. Keep a current written inventory of all tools, equipment and materials on hand.
7. Ensure that a maintenance log be kept of all work/repairs done to municipal equipment.

E. Position:

1. Make sure that daily work sheets are completed and submitted weekly to Town Office.
2. Supervise and/or delegate work assignments to outside maintenance personnel in an efficient manner by scheduling and prioritizing the tasks to be done.
3. Notify the Town Office/staff at the commencement of each day of the scheduled activities.
4. Ensure that all employees are working as per scheduled hours, and that overtime hours are worked only in an emergency situation, such as water breaks or snow clearing.
5. Coffee breaks are at the employer's discretion. Two 15-20 minute breaks are allowed in a full 8 hour shift. Lunch breaks shall be no more than one hour in length in a full 8 hour shift.
6. Provide a regular monthly report to Council and Administration on the operations of the Town, to be presented at Council meeting.
7. Prepare and discuss with the Town Administrator the annual Town budget, and exercise control over the budget.
8. Recommend to the Town Administrator any training courses that are of interest or beneficial to the position.
9. Be competent and prudent on all public relations matters.
10. Co-operate with other employees, and provide resources and advice when needed.
11. Inform the Town Office of vacation time prior to May 1<sup>st</sup> of each year, and notify the office of any change in regular hours or sick days.
12. Ensure that all general maintenance and repair required to keep the Town operating in a good working condition is performed.
13. Meet with the Town Administrator on a scheduled basis to discuss work performance.
14. Perform any other duties assigned by Council.
15. Conduct oneself in a manner which will enhance the integrity, dignity and honor of the municipality.

F. Preferred Qualifications:

1. Possess a minimum Grade 12 or adequate education.
2. Must possess a Level 1 & 2 certificate in Water Treatment/Distribution and Wastewater Treatment/Collection, and be prepared to update as required.
3. Must demonstrate knowledge of and experience in all aspects of the Town operations, systems and equipment.
4. Must be physically fit.
5. Have the ability to operate or learn to operate all town equipment.
6. Must maintain and show a courteous and professional manner to the general public.
7. Must have excellent oral and written ability to communicate, plan and organize.
8. Must be able to provide input to the budgeting process, recommend acquisition, repair or replacement of equipment and facilities.
9. Must possess a valid Class 5 driver's license with an A Endorsement.