

Blackfalds is one of Canada's youngest growing communities; with a population of over 11,000.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun-loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.ca

Transportation Services Foreman

The Infrastructure and Planning Services division is seeking a dynamic and highly skilled Transportation Services Foreman with a strong leadership presence.

Responsible for developing and initializing work functions and organizing work crews for the maintenance of road and sidewalk systems. This position will ensure that community members' inquiries and complaints concerning Municipal services and functions are followed up on and that a hands-on and Community-spirited approach is in place to ensure that a high standard level of service is made available to Community stakeholders.

This Transportation Foreman exhibits a high degree of competency in the operation of all types of equipment utilized for maintenance and repair functions for municipal public works, including utilities (water, stormwater, sanitary sewer).

Required Knowledge Skills and Abilities:

- Ability to develop daily, weekly, and monthly work plans and organize and implement resources to carry out work.
- Ability to work collaboratively with the Environmental Services Foreman and Public Works Manager in all matters relative to public works functions.
- Ability to communicate effectively with the public and co-workers to ensure a safe and productive work environment.
- Knowledge of equipment maintenance and repair practices applicable to road and sidewalk systems.
- Knowledge of the safe work practices associated with the protection, repair, and maintenance of municipal infrastructure.
- Ability and skill required to complete Hazard Assessments and Field Level Hazard Assessments.
- Strong problem-solving skills with troubleshooting issues related to Town roadways, water distribution, and wastewater collection systems.
- Ability to provide proper instruction on the safe and efficient operation of all municipal-owned equipment.
- Competency in using computers in the areas of Microsoft Word, Excel/spreadsheets, and e-mail.
- Ability to utilize GIS and computer software relative to municipal functions.
- Ability to carry out medium physical labor.

Position Requirements:

- Administers and ensures compliance with the Collective Agreement.
- Organizes, delegates, and oversees work assignments for crew members, ensuring efficient operations.
- Trains operators on the safe and proficient use of equipment through a structured, formal training program.
- Demonstrates the ability to work in confined spaces, such as manholes and wet wells in sewer environments, with potential exposure to hazardous odors, methane, and hydrogen sulfide (H₂S).
- Collaborates with the Public Works Manager to provide regular feedback on safety protocols, personnel performance, operational improvements, and employee morale.
- Reviews, assigns, responds to, and closes service requests and work orders within the Town's work order program.
- Utilizes spreadsheets and word processing tools to analyze, track, and manage data effectively.
- Coordinates the procurement of supplies, parts, and equipment including issuing RFPs when necessary.
- Communicates effectively with staff, the public, and external agencies, ensuring timely follow-up on inquiries and complaints.
- Provides strong leadership through supervision, delegation, monitoring, safety enforcement, discipline, and performance management.
- Oversees and participates in the maintenance, repair, and protection of the Town's roadways, sidewalks, signage, curbs, and gutters, including asphalt patching, crack sealing, and concrete work.
- Manages and coordinates contracted services for various operational projects and programs.
- Operates a variety of motorized equipment, including light, medium, and heavy-duty trucks, as well as other heavy-duty machinery.
- Possesses comprehensive knowledge of water and wastewater systems, including lift stations, hydrants, water meter repairs, maintenance, and stormwater infrastructure.
- Ensures the effective maintenance and operation of municipal equipment, vehicles, and public works facilities.
- Ensures adherence to Town policies, procedures, and safety regulations.
- Participates in on-call rotation to respond to after-hours and weekend emergency situations as required.
- Assumes the responsibilities of the Environmental Services Foreman when necessary.
- Performs other related duties as required or assigned.

Education & Experience:

- Post-secondary degree or diploma in a related field
- Eight (8) years of operational experience of progressively responsible supervisory experience in municipal public works operations.
- Heavy Equipment Certification is considered an asset.
- Operator Certificates in Water Distribution & Wastewater Collection from Alberta Environment based on Town population

Additional Requirements:

- A. RCMP Criminal Record Check
- B. A Valid Class 3 with Q endorsement Driver's License with current Drivers Abstract
- C. Heavy Equipment Certification is considered an asset.
- D. Operator Certificates in Water Distribution & Wastewater Collection from Alberta Environment based on Town population.

Physical Demands:

- Work is performed in indoor and outdoor environments and will include extreme weather conditions and medium physical lifting requirements of up to 50 pounds.
- Employees are required to stand, walk, sit, climb, stoop, kneel, work from heights, and crouch.

Work Environment

- Internal – Daily contact with the Public Works Manager, Environmental Services Foreman, and Public Works staff to share information and provide direction relating to operations functions.
- External – Daily contact and communication with suppliers, contractors, government agencies, and the public.

The Transportation Services Foreman position reports to the Public Works Manager.

Hours of Work: The position works 40 hours per week. This position requires you to attend occasional evening meetings.

Salary range: The salary range for the position is \$85,303.40 - \$99, 444.80 per year.

Closing date: Monday, February 10, 2025 @ 4:30 pm.

How to Apply: The Town of Blackfalds is an equal-opportunity employer and encourages individuals interested in this position to submit their application online via our applicant tracking system by 4:30 pm February 10, 2025.

We remind applicants that a pre-employment requirement is a Criminal Record Check & a valid Driver's License and a satisfactory Driver's Abstract.

We appreciate and consider all applications, however, only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.ca website: www.blackfalds.ca Fax: 403.885.6243
